Department of California Highway Patrol
AREA MANAGEMENT EVALUATION
Chapter 1
AREA ADMINISTRATION

Area Susanville	Division Northern	Number 140
Evaluated By Sgt. R. Washabaugh		Date 2-25-08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impression. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation

☒ Formal   ☐ Informal   Suspense Date 4/10/2008

Follow-up Required	☐ Correction Report	
☐ Yes ☒ No	by _____	Commander's Review 3-12-08 Date

1. MANAGEMENT FUNCTIONS	Evaluated ☒	Action Required ☐	Corrected ☐

a. What functions of management were observed?

(1) Planning adequate?	☒ Yes	☐ No
(2) Organizing adequate?	☒ Yes	☐ No
(3) Staffing adequate?	☒ Yes	☐ No
(4) Directing adequate?	☒ Yes	☐ No
(5) Controlling adequate?	☒ Yes	☐ No
(6) Delegating adequate?	☒ Yes	☐ No

2. ORGANIZATION	Evaluated ☒	Action Required ☐	Corrected ☐

a. Current Organizational Chart?	☒ Yes	☐ No
(1) Lines of authority, responsibility and training?	☒ Yes	☐ No

b. How are personnel informed of commander's absence? Status board in clerical, briefings, verbally, e-mails.

(1) Alternate assigned?	☒ Yes	☐ No
(2) Division notified via comm-net?	☒ Yes	☐ No
c. Have collateral duties been assigned to supervisors?	☒ Yes	☐ No
(1) Officers aware of assignments and/or changes?	☒ Yes	☐ No

d. How was efficiency of the organization tested?   Refer to comments section.

e. Is there an appropriate span of control?	☒ Yes	☐ No

3. JOB DESCRIPTIONS	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Local procedure for periodic review?			☒ Yes	☐ No
(1) Date of last review update?				
b. Authority limits explained?			☒ Yes	☐ No
c. Written job descriptions for clerical positions?			☒ Yes	☐ No
(1) Where are job descriptions kept? In Area S.O.P.				
(2) Has cross training been conducted?			☒ Yes	☐ No

4. INTERPERSONAL COMMUNICATIONS	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Commander's methods to disseminate and receive information? Refer to comments.				
(1) Does the commander use both formal and informal channels?			☒ Yes	☐ No
(2) How does the commander inform personnel of their contributions and/or accomplishments?				
Refer to comments.				
b. Good up and down flow of information within Area?			☒ Yes	☐ No
(1) Commander to supervisors?			☒ Yes	☐ No
(2) Commander to officers through Lieutenants/Sergeants?			☒ Yes	☐ No
(3) Supervisors to commander?			☒ Yes	☐ No
(4) Supervisors to officers?			☒ Yes	☐ No
(5) Officers to supervisors?			☒ Yes	☐ No
(6) Officers to commander through chain of command?			☒ Yes	☐ No
(7) Between uniformed/nonuniformed employees?			☒ Yes	☐ No
(8) Suggestions for improvement made/tested?			☒ Yes	☐ No
c. Commander and supervisors available for counseling?			☒ Yes	☐ No
(1) Commander attend briefings?			☒ Yes	☐ No
(2) Lieutenant attend evening briefings?			☒ Yes	☐ No
d. Is the information system effective?			☒ Yes	☐ No
(1) Are personnel aware of current projects?			☒ Yes	☐ No
(2) Weekly correspondence routed?			☒ Yes	☐ No

e. How is the commander kept informed of daily events? Refer to comments.

f. Are photos on picture board current?			☒ Yes	☐ No
5. AREA AND STAFF MEETINGS	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Commander adequately prepared for meetings?			☒ Yes	☐ No
(1) Do meetings begin on time?			☒ Yes	☐ No
(2) Is there an agenda?			☒ Yes	☐ No

b. How often are Area meetings held? Quarterly, concurrent with Area training days.

(1) Who coordinates agenda? Commander.				
(2) Who takes minutes? Rotation among Area supervisors.				
(3) Is action taken, with subsequent follow-up?			☒ Yes	☐ No
c. Are successive meetings held?			☒ Yes	☐ No
d. Are Top Management minutes discussed?			☒ Yes	☐ No
(1) Does commander support departmental programs?			☒ Yes	☐ No
(2) Do employees understand information disseminated?			☒ Yes	☐ No
e. Are special interest programs planned?			☒ Yes	☐ No
f. Are schedules arranged for maximum attendance?			☒ Yes	☐ No
(1) Is information conveyed to absent members?			☒ Yes	☐ No

g. What is the frequency of staff meetings? Quarterly, usually after commander returns from D.A.C.C.

(1) Agendas distributed prior to meetings?			☒ Yes	☐ No

(2) Who attends? Sergeants, PSD supervisor, clerical supervisor and commander. The Area labor representatives are alotted time when requested.

(3) Action taken, with subsequent follow-up?			☒ Yes	☐ No
h. Are Sergeants-only meetings held?			☒ Yes	☐ No

i. What is the frequency of nonuniformed meetings? Every six months.

(1) Who schedules these meetings? PSD supervisor.				
(2) What is the commander's role? Refer to comments.				
(3) Action taken, with subsequent follow-up?			☐ Yes	☐ No

6. MANAGEMENT OF TIME	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Is time spent on activities proportionate to importance?			☒ Yes	☐ No
b. Commander/Lieutenant/Sergeants available other than business hours?			☒ Yes	☐ No

7. COLLECTIVE BARGAINING	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Does the commander comply with CI interpretations?			☒ Yes	☐ No
(1) Does a Library copy of all CIs exist?			☒ Yes	☐ No
(2) Employee groups notified prior to changing policy?			☒ Yes	☐ No
(3) Employee contract training for nonuniformed supervisors?			☒ Yes	☐ No
(4) Managers/supervisors understand grievance/complaint procedures?			☒ Yes	☐ No

8. COMMENTS

Section 2, paragraph d: In March the Area experienced a hazardous material incident involving an overturned gasoline tanker on SR32. This incident was selected to evaluate the Area's organizational effiency. The on duty sergeant responded and activated the Incident Command System. The Area Commander responded to the scene and resources were coordinated between the communications center, on duty resident post officers and the Area. Several safety briefings were conducted, the incident was well supervised, the investigation was coordinated in an effective manner, and the incident was completed in a timely manner.

Section 4, paragraph a: The methods the commander uses to receive and disseminate information includes briefing items, e-mails, bulletin boards and an open door policy.

Section 4, paragraph a. (2): The commander uses CHP 100 Form comments, CHP Form 2 incident reports, and goes over program 10 stats verbally with the squad. The commander also uses open forum during Area training days and briefings to acknowledge uniform and non-uniform personnel for their accomplishments.

Section 4, paragraph e: The commander is kept aware of daily events by e-mail, MIS incident logs and AIS system. The commander routinely attends daily briefings in addition to checking in with the on duty sergeants at the beginning of each day. AIS logs are printed weekly to keep the commander informed of reports that are getting close to the completion deadline.

Section 5, paragraph i (2): To ensue the Area has an effective suspense system and functions are completed in a timely and efficient manner. To ensure all non-uniform personnel have all the equipment and resources necessary to perform their duties

Department of California Highway Patrol
AREA MANAGEMENT EVALUATION
Chapter 1
AREA ADMINISTRATION

Area	Division	Number
Ukiah	Northern	150

Evaluated By D. I. Tafel, #12222	Date 4/3/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impression. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation		
☒ Formal ☐ Informal	Suspense Date 5/7/08	
Follow-up Required	☐ Correction Report	*A.C.M* 4/5/08
☒ Yes ☐ No	by _____	Commander's Review Date

1. MANAGEMENT FUNCTIONS	Evaluated ☒	Action Required ☐	Corrected ☐
a. What functions of management were observed? SEE ATTACHED			
(1) Planning adequate?		☒ Yes	☐ No
(2) Organizing adequate?		☒ Yes	☐ No
(3) Staffing adequate?		☒ Yes	☐ No
(4) Directing adequate?		☒ Yes	☐ No
(5) Controlling adequate?		☒ Yes	☐ No
(6) Delegating adequate?		☒ Yes	☐ No

2. ORGANIZATION	Evaluated ☒	Action Required ☒	Corrected ☐
a. Current Organizational Chart?		☒ Yes	☐ No
(1) Lines of authority, responsibility and training?		☒ Yes	☐ No
b. How are personnel informed of commander's absence?			
(1) Alternate assigned?		☒ Yes	☐ No
(2) Division notified via comm-net?		☒ Yes	☐ No
c. Have collateral duties been assigned to supervisors?		☐ Yes	☒ No
(1) Officers aware of assignments and/or changes?		☐ Yes	☒ No
d. How was efficiency of the organization tested? SEE ATTACHED			
e. Is there an appropriate span of control?		☒ Yes	☐ No

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3. JOB DESCRIPTIONS	Evaluated ☒	Action Required ☒	Corrected ☐	
a. Local procedure for periodic review?			☒ Yes	☐ No
(1) Date of last review update?				
b. Authority limits explained?			☒ Yes	☐ No
c. Written job descriptions for clerical positions?			☐ Yes	☒ No
(1) Where are job descriptions kept?				
(2) Has cross training been conducted?			☒ Yes	☐ No

4. INTERPERSONAL COMMUNICATIONS	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Commander's methods to disseminate and receive information? SEE ATTACHED				
(1) Does the commander use both formal and informal channels?			☒ Yes	☐ No
(2) How does the commander inform personnel of their contributions and/or accomplishments?				
SEE ATTACHED				
b. Good up and down flow of information within Area?			☒ Yes	☐ No
(1) Commander to supervisors?			☒ Yes	☐ No
(2) Commander to officers through Lieutenants/Sergeants?			☒ Yes	☐ No
(3) Supervisors to commander?			☒ Yes	☐ No
(4) Supervisors to officers?			☒ Yes	☐ No
(5) Officers to supervisors?			☒ Yes	☐ No
(6) Officers to commander through chain of command?			☒ Yes	☐ No
(7) Between uniformed/nonuniformed employees?			☒ Yes	☐ No
(8) Suggestions for improvement made/tested?			☒ Yes	☐ No
c. Commander and supervisors available for counseling?			☒ Yes	☐ No
(1) Commander attend briefings?			☒ Yes	☐ No
(2) Lieutenant attend evening briefings?			☐ Yes	☐ No
d. Is the information system effective?			☒ Yes	☐ No
(1) Are personnel aware of current projects?			☒ Yes	☐ No
(2) Weekly correspondence routed?			☒ Yes	☐ No

e. How is the commander kept informed of daily events? SEE ATTACHED

f. Are photos on picture board current?			☒ Yes	☐ No
5. AREA AND STAFF MEETINGS	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Commander adequately prepared for meetings?			☒ Yes	☐ No
(1) Do meetings begin on time?			☒ Yes	☐ No
(2) Is there an agenda?			☒ Yes	☐ No
b. How often are Area meetings held? SEE ATTACHED				
(1) Who coordinates agenda?				
(2) Who takes minutes?				
(3) Is action taken, with subsequent follow-up?			☒ Yes	☐ No
c. Are successive meetings held?			☒ Yes	☐ No
d. Are Top Management minutes discussed?			☒ Yes	☐ No
(1) Does commander support departmental programs?			☒ Yes	☐ No
(2) Do employees understand information disseminated?			☒ Yes	☐ No
e. Are special interest programs planned?			☒ Yes	☐ No
f. Are schedules arranged for maximum attendance?			☒ Yes	☐ No
(1) Is information conveyed to absent members?			☒ Yes	☐ No
g. What is the frequency of staff meetings? SEE ATTACHED				
(1) Agendas distributed prior to meetings?			☒ Yes	☐ No
(2) Who attends?				
(3) Action taken, with subsequent follow-up?			☒ Yes	☐ No
h. Are Sergeants-only meetings held?			☒ Yes	☐ No
i. What is the frequency of nonuniformed meetings? SEE ATTACHED				
(1) Who schedules these meetings? SEE ATTACHED				
(2) What is the commander's role? SEE ATTACHED				
(3) Action taken, with subsequent follow-up?			☒ Yes	☐ No

6. MANAGEMENT OF TIME	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Is time spent on activities proportionate to importance?			☒ Yes	☐ No
b. Commander/Lieutenant/Sergeants available other than business hours?			☒ Yes	☐ No
7. COLLECTIVE BARGAINING	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Does the commander comply with CI interpretations?			☒ Yes	☐ No
(1) Does a Library copy of all CIs exist?			☒ Yes	☐ No
(2) Employee groups notified prior to changing policy?			☒ Yes	☐ No
(3) Employee contract training for nonuniformed supervisors?			☒ Yes	☐ No
(4) Managers/supervisors understand grievance/complaint procedures?			☒ Yes	☐ No

8. COMMENTS

1.   MANAGEMENT FUNCTIONS

All functions of management were observed. The Area Commander and Area's supervisors do their utmost to promote a positive environment that will enable all employees to perform their duties in compliance with Departmental guidelines. The supervisory staff under the Area Commander's direction organizes Area resources following specific plans to achieve Area and Departmental Goals.

2.   ORGANIZATION

A current Area Organizational Chart is presented in the Area Standard Operating Policy (SOP). The Area Commander advises the supervisors of all planned absences. An alternate commander is selected and a MIS is sent to Northern Division advising of the Commander's absence along with the name of the alternate commander.

Collateral duties are assigned to the Area's Sergeants. Because of duty positions changes implemented on 01/01/2008 within the Area supervisors, a new collateral duty statement needs to be update and area personnel notified of these changes. Any changes in collateral duties will be discussed at Area Staff Meetings prior to implementation.

To test the efficiency of the Area; a fatal traffic collision was followed thru the chain of command review process. The investigation was initially submitted by the investigating officer and reviewed by the Area A/I Review Officer. Necessary corrections are noted. The fatal investigation was then forwarded to Sergeant Tafel for his review. Additional corrections were noted and the report was returned to the officer. After all corrections were made, the report was forwarded to Sergeant Tafel. The investigation is then forwarded to the Area Commander for final review and signature.

3.   JOB DESCRIPTIONS

Uniformed and non-uniformed job descriptions are listed in the Area's SOP. The last review date was 07/13/2007. On March 1, 2008, collateral duties between the special duty officers and clercial were modified. Because of these modifications job descriptions for non-uniformed employees need to be updated. Clerical cross training has been provided and is ongoing so that one employee can perform the tasks of another with limited supervision.

4.   INTERPERSONAL COMMUNICATIONS

The Area Commander and Area's supervisors maintain open lines of communication. The commander disseminates and receives information by utilizing the Departmental e-mail system, by routing pertinent information, and ongoing discussion and review of issues that arise.

The Area Commander routinely attends briefings and Area Training Days to advise the Ukiah squad of Departmental issues and goals. The Area Commander maintains open lines of communication with the Ukiah squad and answers questions of importance to the officers.

5.   AREA AND STAFF MEETINGS

Area Training days are conducted every other month. The agenda is planned by Sergeant D. Tafel, #12222, who is the Area Training Coordinator. Training Days begin promptly on time and usually begin with a, "Captain's Hour" in which the commander, or his alternate, discuss Top Management minutes, along with Departmental issues with the officers. The Commander is available to answer specific questions posed by the officers. Officers who are absent from mandatory training are rescheduled at a later date.

Staff Meetings are planned for every other month for a total of six (6) each year. The Area Commander, or his alternate, prepares the agenda for the meeting which is attended by all Area sergeants, the Communication's Supervisor, and the Clerical Supervisor. During the meeting, time is allocated for the Ukiah Area Officer's Representative, Officer Simas, to attend and discuss issues of importance to the Area's employees.

During the Staff Meeting, action items are identified and assigned to a specific supervisor for completion. Minutes are routinely taken by the Administrative Sergeant.

Prior to commencement of the Area Staff Meeting, the Area Sergeants meet to discuss issues to be addressed at the Staff Meeting.

Dispatch Meetings are held quarterly, with time allocated for the Area Commander to attend and address specific issues inherent to the Communications Center.

Clerical Meetings are held quarterly, or as needed. Due to there being only a Clerical Supervisor and two Office Assistants; meetings are less formal and the commander does not routinely attend.

6. MANAGEMENT OF TIME:

The Area Commander and sergeants are available other than business hours.

7. COLLECTIVE BARGAINING

The Commander and Area's supervisors are aware of labor contract provisions. The Commander and Area's supervisors are familiar and understand the grievance/complaint process

D. I. TAFEL, #12222

Sergeant

M e m o r a n d u m

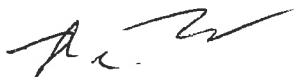Date: May 1, 2008

To: Northern Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
               Ukiah Area

File No.:   150.9767.12222

Subject: CHAPTER 1, AREA MANAGEMENT EVALUATION – ACTION ITEMS

The Ukiah Area has completed updating its organizational chart, subsidiary assignments, and job descriptions in its Standard Operating Procedures Manuel. By completing these action items, the Ukiah Area has met the guidelines from the Chapter 1, Area Management Evaluation, which was completed on April 3, 2008.

Should you have any questions, please contact Sergeant David Tafel at (707) 467-4040.

R. C. MADRIGAL, Commander
Ukiah Area

Safety, Service, and Security

AREA MANAGEMENT EVALUATION
AREA ADMINISTRATION
CHP 453A (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
147	Northern	\
EVALUATED BY		DATE
Kathleen Lee		02/05/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION		SUSPENSE DATE		
☐ Formal Evaluation ☑ Informal Evaluation				
FOLLOW-UP REQUIRED	☐ Correction Report	COMMANDER'S REVIEW		DATE
☐ Yes ☑ No	BY	_Jordan_		2/19/08

1. MANAGEMENT FUNCTIONS	EVALUATED 2-5-08	ACTION REQUIRED No	CORRECTED N/A

a. What functions of management were observed?

	EVALUATED	ACTION REQUIRED	CORRECTED
(1) Planning adequate?	☑ Yes	☐ No	
(2) Organization adequate?	☑ Yes	☐ No	
(3) Staffing adequate?	☑ Yes	☐ No	
(4) Directing adequate?	☑ Yes	☐ No	
(5) Controlling adequate?	☑ Yes	☐ No	
(6) Delegating adequate?	☑ Yes	☐ No	

2. ORGANIZATION	EVALUATED 2-5-08	ACTION REQUIRED No	CORRECTED N/A

a. Current Organizational Chart?	☑ Yes	☐ No
(1) Lines of authority, responsibility, and training?	☐ Yes	☑ No

b. How are personnel informed of commander's absence?   Direct commuication w/ supervisors, in/out board, MIS when necessary.

(1) Alternate assigned?	☑ Yes	☐ No
(2) Division notified via comm-net?	☑ Yes	☐ No
c. Have collateral duties been assigned to supervisors?	☑ Yes	☐ No
(1) Officers aware of assignments and/or changes?	☑ Yes	☐ No

d. How was efficiency of the organization tested?   Org. Chart reviewed, interviewed Lt. Jordan and Sgt. Marmont

**2. a. (1), Organizational chart is current, however training is not addressed.

e. Is there an appropriate span of control?	☑ Yes	☐ No

3. JOB DESCRIPTIONS	EVALUATED 2-5-08	ACTION REQUIRED No	CORRECTED N/A

a. Local procedure for periodic review?	☑ Yes	☐ No
(1) Date of last review update? Annually		
b. Authority limits explained?	☑ Yes	☐ No
c. Written job descriptions for positions?	☑ Yes	☐ No

(1) Where are job descriptions kept?   Job descreptions are incorporated into the Standard Operating Procedures.

			EVALUATED	ACTION REQUIRED	CORRECTED	

(2) Has cross training been conducted? ☑ Yes ☐ No

4. COMMUNICATIONS	EVALUATED 2-19-08	ACTION REQUIRED No	CORRECTED N/A

a. Commander's methods to disseminate and receive information?   Email, suspense items, verbally in person, briefing items and through the chain of command.

(1) Does the commander use both formal and informal channels? ☑ Yes ☐ No

(2) How does the commander inform personnel of their contributions and/or accomplishments?   Verbal praise, written CHP 2's, Commender's Commendation when applicable, 100 form comments and annual evaluations.

b. Good up and down flow of information within Area? ☑ Yes ☐ No

(1) Commander to supervisors? ☑ Yes ☐ No

(2) Commander to officers through lieutenants/sergeants? ☑ Yes ☐ No

(3) Supervisors to commander? ☑ Yes ☐ No

(4) Supervisors to officers? ☑ Yes ☐ No

(5) Officers to supervisors? ☑ Yes ☐ No

(6) Officers to commander through chain of command? ☑ Yes ☐ No

(7) Between uniformed/nonuniformed employees? ☑ Yes ☐ No

(8) Suggestions for improvement made/tested? ☑ Yes ☐ No

c. Commander and supervisors available for counseling? ☑ Yes ☐ No

(1) Commander attend briefings? ☑ Yes ☐ No

(2) Lieutenant attend briefings? ☑ Yes ☐ No

d. Is the information system effective? ☑ Yes ☐ No

(1) Are personnel aware of current projects? ☑ Yes ☐ No

(2) Weekly correspondence routed? ☑ Yes ☐ No

e. How is the commander kept informed of daily events?   Ongoing dialog with supervisors along with rank and file personnel.

f. Are photos on picture board current? ☑ Yes ☐ No

5. AREA AND STAFF MEETINGS	EVALUATED 2-19-08	ACTION REQUIRED No	CORRECTED N/A

a. Commander or facilitator/manager adequately prepared for meetings? ☑ Yes ☐ No

(1) Do meetings begin on time? ☑ Yes ☐ No

(2) Is there an agenda? ☑ Yes ☐ No

b. How often are Area meetings held? Quarterly or as necessary.			
(1) Who coordinates agenda? Facility Commander.			
(2) Who takes minutes? Rotates between Sergeants.			
(3) Is action taken, with subsequent follow-up?		☑ Yes	☐ No
c. Are successive meetings held?		☑ Yes	☐ No
d. Are Top Management minutes discussed?		☑ Yes	☐ No
(1) Does commander support departmental programs?		☑ Yes	☐ No
(2) Do employees understand information disseminated?		☑ Yes	☐ No
e. Are special interest programs planned?		☑ Yes	☐ No
f. Are schedules arranged for maximum attendance?		☑ Yes	☐ No
(1) Is information conveyed to absent members?		☑ Yes	☐ No
g. What is the frequency of staff meetings? Quarterly.			
(1) Agendas distributed prior to meetings?		☐ Yes	☑ No
(2) Who attends? Facility Commander, Sergeants, OSSI; BU 5 and 12 representatives.			
(3) Action taken, with subsequent follow-up?		☑ Yes	☐ No
h. Are sergeants-only meetings held?		☑ Yes	☐ No
i. What is the frequency of nonuniformed meetings? Quarterly.			
(1) Who schedules these meetings? Facility Commander.			
(2) What is the commander's role? To facilitate the meetings.			
(3) Action taken, with subsequent follow-up?		☑ Yes	☐ No

6. MANAGEMENT OF TIME	EVALUATED 2-5-08	ACTION REQUIRED No	CORRECTED N/A	
a. Is time spent on activities proportionate to importance?			☑ Yes	☐ No
b. Commander/lieutenant/sergeants available other than business hours?			☑ Yes	☐ No

7. COLLECTIVE BARGAINING	EVALUATED 2-5-08	ACTION REQUIRED No	CORRECTED N/A	
a. Does the commander comply with Contract Interpretations (CI)?			☑ Yes	☐ No
(1) Does a library copy of all CIs exist?			☑ Yes	☐ No
(2) Employee groups notified prior to changing policy?			☑ Yes	☐ No
(3) Employee contract training for nonuniformed supervisors?			☑ Yes	☐ No
(4) Managers/supervisors understand grievance/complaint procedures?			☑ Yes	☐ No

Department of California Highway Patrol AREA MANAGEMENT EVALUATION Chapter 1 AREA ADMINISTRATION	Area Cottonwood	Division Northern	Number 131
	Evaluated By Sgt. T. Gordon		Date 2/19/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impression. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation

☐ Formal   ☒ Informal   Suspense Date

Follow-up Required	☐ Correction Report	_wcol mrmisn_ 2·22·08
☐ Yes ☒ No	by _____	Commander's Review Date

1. MANAGEMENT FUNCTIONS	Evaluated ☒	Action Required ☐	Corrected ☐
a. What functions of management were observed?			
(1) Planning adequate?		☒ Yes	☐ No
(2) Organizing adequate?		☒ Yes	☐ No
(3) Staffing adequate?		☐ Yes	☒ No
(4) Directing adequate?		☒ Yes	☐ No
(5) Controlling adequate?		☒ Yes	☐ No
(6) Delegating adequate?		☒ Yes	☐ No

2. ORGANIZATION	Evaluated ☒	Action Required ☐	Corrected ☐
a. Current Organizational Chart?		☒ Yes	☐ No
(1) Lines of authority, responsibility and training?		☒ Yes	☐ No
b. How are personnel informed of commander's absence? See Comments.			
(1) Alternate assigned?		☒ Yes	☐ No
(2) Division notified via comm-net?		☒ Yes	☐ No
c. Have collateral duties been assigned to supervisors?		☒ Yes	☐ No
(1) Officers aware of assignments and/or changes?		☒ Yes	☐ No
d. How was efficiency of the organization tested? See Comments.			
e. Is there an appropriate span of control?		☒ Yes	☐ No

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3. JOB DESCRIPTIONS	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Local procedure for periodic review?			☒ Yes	☐ No
(1) Date of last review update? 2/08				
b. Authority limits explained?			☒ Yes	☐ No
c. Written job descriptions for clerical positions?			☒ Yes	☐ No
(1) Where are job descriptions kept? Area SOP.				
(2) Has cross training been conducted?			☒ Yes	☐ No

4. INTERPERSONAL COMMUNICATIONS	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Commander's methods to disseminate and receive information? See Comments.				
(1) Does the commander use both formal and informal channels?			☒ Yes	☐ No
(2) How does the commander inform personnel of their contributions and/or accomplishments?				
See Comments.				
b. Good up and down flow of information within Area?			☒ Yes	☐ No
(1) Commander to supervisors?			☒ Yes	☐ No
(2) Commander to officers through Lieutenants/Sergeants?			☒ Yes	☐ No
(3) Supervisors to commander?			☒ Yes	☐ No
(4) Supervisors to officers?			☒ Yes	☐ No
(5) Officers to supervisors?			☒ Yes	☐ No
(6) Officers to commander through chain of command?			☒ Yes	☐ No
(7) Between uniformed/nonuniformed employees?			☒ Yes	☐ No
(8) Suggestions for improvement made/tested?			☒ Yes	☐ No
c. Commander and supervisors available for counseling?			☒ Yes	☐ No
(1) Commander attend briefings?			☒ Yes	☐ No
(2) Lieutenant attend evening briefings?			☒ Yes	☐ No
d. Is the information system effective?			☒ Yes	☐ No
(1) Are personnel aware of current projects?			☒ Yes	☐ No
(2) Weekly correspondence routed?			☐ Yes	☒ No

e. How is the commander kept informed of daily events?   See Comments.

f. Are photos on picture board current?			☒ Yes ☐ No
5. AREA AND STAFF MEETINGS	Evaluated ☒	Action Required ☐	Corrected ☐
a. Commander adequately prepared for meetings?			☒ Yes ☐ No
(1) Do meetings begin on time?			☒ Yes ☐ No
(2) Is there an agenda?			☒ Yes ☐ No
b. How often are Area meetings held?	See Comments.		
(1) Who coordinates agenda?	See Comments.		
(2) Who takes minutes?	See Comments.		
(3) Is action taken, with subsequent follow-up?			☒ Yes ☐ No
c. Are successive meetings held?			☒ Yes ☐ No
d. Are Top Management minutes discussed?			☒ Yes ☐ No
(1) Does commander support departmental programs?			☒ Yes ☐ No
(2) Do employees understand information disseminated?			☒ Yes ☐ No
e. Are special interest programs planned?			☒ Yes ☐ No
f. Are schedules arranged for maximum attendance?			☒ Yes ☐ No
(1) Is information conveyed to absent members?			☒ Yes ☐ No
g. What is the frequency of staff meetings?	See Comments.		
(1) Agendas distributed prior to meetings?			☒ Yes ☐ No
(2) Who attends?	See Comments.		
(3) Action taken, with subsequent follow-up?			☒ Yes ☐ No
h. Are Sergeants-only meetings held?			☒ Yes ☐ No
i. What is the frequency of nonuniformed meetings?	As needed.		
(1) Who schedules these meetings?	Sergeant's		
(2) What is the commander's role?	Active participant.		
(3) Action taken, with subsequent follow-up?			☒ Yes ☐ No

6. MANAGEMENT OF TIME	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Is time spent on activities proportionate to importance?			☒ Yes	☐ No
b. Commander/Lieutenant/Sergeants available other than business hours?			☒ Yes	☐ No
7. COLLECTIVE BARGAINING	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Does the commander comply with CI interpretations?			☒ Yes	☐ No
(1) Does a Library copy of all CIs exist?			☒ Yes	☐ No
(2) Employee groups notified prior to changing policy?			☒ Yes	☐ No
(3) Employee contract training for nonuniformed supervisors?			☒ Yes	☐ No
(4) Managers/supervisors understand grievance/complaint procedures?			☒ Yes	☐ No

8. COMMENTS   See page 5.

COMMENTS

1. a (3) – At the time of this evaluation, the Cottonwood Inspection Facility (CIF) is understaffed in regards to uniformed personnel. In the near future, three officers will be transferring into the Area. None of the new officers are commercial trained and will require level-1 training before becoming fully functional here at the facility. Their training should be completed by late May. The staffing level for non-uniform personnel (Commercial Vehicle Inspectors) is adequate.

2. b – The commander discusses his planned absences during scheduled staff meetings. For unplanned absences, he personally contacts supervisory staff and informs them accordingly.

2. d – Organizational efficiency at the CIF is continually evaluated by the commander and can be seen through the smooth operational flow throughout the entire facility.

4. a – The commander has an open door policy and encourages all employees to share their thoughts and/or concerns. Information is disseminated through briefing items, Area training days, personal contact and email.

4. a (2) – The commander attends shift briefings and verbally discusses employee contributions and accomplishments. He also takes the time to personally review all monthly activity forms that are submitted by each employee (both uniform and non-uniform) and provides hand written comments regarding their performance and accomplishments.

4. e – Through informal meetings with supervisory staff and email.

5. b – Informal meetings are held as deemed necessary. Area staff meetings are scheduled after each Division Area Commanders' Conference.

5. b (1) – Commander and Sergeant's.

5. b (2) – The Area's OSS-1 takes the meeting minutes. She utilizes a portable "Alpha Smart" word processor, and except for a final review, has the minutes completed by the end of the meeting.

5. g – Area staff meetings are schedule after each Division Area Commanders' Conference.

5. g (2) – All supervisory staff. Union representatives are invited and encouraged to attend non-confidential portions of the meeting.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION
AREA ADMINISTRATION
CHP 453A (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
120	NORTHERN	120
EVALUATED BY		DATE
SGT. S. HABLITZEL ID #9211		02/12/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454. Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION
☐ Formal Evaluation ☑ Informal Evaluation

SUSPENSE DATE

FOLLOW-UP REQUIRED
☐ Yes ☑ No

☐ Correction Report
BY

COMMANDER'S REVIEW

DATE

1. MANAGEMENT FUNCTIONS	EVALUATED X	ACTION REQUIRED	CORRECTED
a. What functions of management were observed?			
(1) Planning adequate?			☑ Yes ☐ No
(2) Organization adequate?			☑ Yes ☐ No
(3) Staffing adequate?			☑ Yes ☐ No
(4) Directing adequate?			☑ Yes ☐ No
(5) Controlling adequate?			☑ Yes ☐ No
(6) Delegating adequate?			☑ Yes ☐ No

2. ORGANIZATION	EVALUATED X	ACTION REQUIRED	CORRECTED
a. Current Organizational Chart?			☑ Yes ☐ No
(1) Lines of authority, responsibility, and training?			☑ Yes ☐ No
b. How are personnel informed of commander's absence? SEE COMMENTS			
(1) Alternate assigned?			☑ Yes ☐ No
(2) Division notified via comm-net?			☑ Yes ☐ No
c. Have collateral duties been assigned to supervisors?			☑ Yes ☐ No
(1) Officers aware of assignments and/or changes?			☑ Yes ☐ No
d. How was efficiency of the organization tested? SEE COMMENTS			
e. Is there an appropriate span of control?			☑ Yes ☐ No

3. JOB DESCRIPTIONS	EVALUATED X	ACTION REQUIRED	CORRECTED
a. Local procedure for periodic review?			☑ Yes ☐ No
(1) Date of last review update? 01/23/2008			
b. Authority limits explained?			☑ Yes ☐ No
c. Written job descriptions for positions?			☑ Yes ☐ No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION
AREA ADMINISTRATION
CHP 453A (Rev. 5-06) OPI 009

How often are Area meetings held?   SEE COMMENTS

  (1) Who coordinates agenda?   The Commander

  (2) Who takes minutes?   Supervisors rotate responsibility for taking Staff meeting notes.

  (3) Is action taken, with subsequent follow-up?

	Yes	No
(3) Is action taken, with subsequent follow-up?	☑ Yes	☐ No
c. Are successive meetings held?	☑ Yes	☐ No
d. Are Top Management minutes discussed?	☑ Yes	☐ No
(1) Does commander support departmental programs?	☑ Yes	☐ No
(2) Do employees understand information disseminated?	☑ Yes	☐ No
e. Are special interest programs planned?	☑ Yes	☐ No
f. Are schedules arranged for maximum attendance?	☑ Yes	☐ No
(1) Is information conveyed to absent members?	☑ Yes	☐ No

g. What is the frequency of staff meetings?   Quarterly and upon additional directives from the Commander.

  (1) Agendas distributed prior to meetings?

	Yes	No
(1) Agendas distributed prior to meetings?	☑ Yes	☐ No

  (2) Who attends?   Commander, Sergeants, Office Supervisor, Association Representatives and guest.

  (3) Action taken, with subsequent follow-up?

	Yes	No
(3) Action taken, with subsequent follow-up?	☑ Yes	☐ No
h. Are sergeants-only meetings held?	☑ Yes	☐ No

i. What is the frequency of nonuniformed meetings?   Informal as needed.

  (1) Who schedules these meetings?   Office Supervisor/Manager.

  (2) What is the commander's role?   The Commander participates as needed.

  (3) Action taken, with subsequent follow-up?

	Yes	No
(3) Action taken, with subsequent follow-up?	☑ Yes	☐ No

6. MANAGEMENT OF TIME	EVALUATED	ACTION REQUIRED	CORRECTED
	X		

	Yes	No
a. Is time spent on activities proportionate to importance?	☑ Yes	☐ No
b. Commander/lieutenant/sergeants available other than business hours?	☑ Yes	☐ No

7. COLLECTIVE BARGAINING	EVALUATED	ACTION REQUIRED	CORRECTED
	X		

	Yes	No
a. Does the commander comply with Contract Interpretations (CI)?	☑ Yes	☐ No
(1) Does a library copy of all CIs exist?	☑ Yes	☐ No
(2) Employee groups notified prior to changing policy?	☑ Yes	☐ No
(3) Employee contract training for nonuniformed supervisors?	☑ Yes	☐ No
(4) Managers/supervisors understand grievance/complaint procedures?	☑ Yes	☐ No

State of California

Business, Transportation and Housing Agency

Memorandum

Date: March 20, 2008
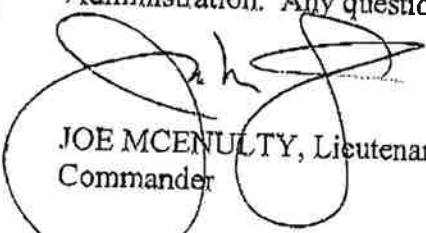
To: Northern Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Crescent City Area

File No.:   120.clerical.010361.Area Administration

Subject: AREA MANAGEMENT EVALUATION – AREA ADMINISTRATION

Recently, Sergeant Steve Hablitzel, ID 9211, of the Crescent City Area command completed an informal Area Management Evaluation of the Area Administration for the Crescent City Area. Attached is the results documented on CHP 453A, Area Management Evaluation – Area Administration. Any questions may be directed to me at (707) 464-3117.

JOE MCENULTY, Lieutenant
Commander

Attachment

Safety, Service, and Security

CHP 51WP (Rev. 11-86) OPI 076

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION
AREA ADMINISTRATION

CHP 453A (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
120	NORTHERN	120.
EVALUATED BY		DATE
SGT. S. HABLITZEL ID #9211		02/12/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION		SUSPENSE DATE		
☐ Formal Evaluation ☑ Informal Evaluation				
FOLLOW-UP REQUIRED	☐ Correction Report	COMMANDER'S REVIEW		DATE
☐ Yes ☑ No	BY _____			

1. MANAGEMENT FUNCTIONS	EVALUATED	ACTION REQUIRED	CORRECTED
	X		
a. What functions of management were observed?			
(1) Planning adequate?	☑ Yes	☐ No	
(2) Organization adequate?	☑ Yes	☐ No	
(3) Staffing adequate?	☑ Yes	☐ No	
(4) Directing adequate?	☑ Yes	☐ No	
(5) Controlling adequate?	☑ Yes	☐ No	
(6) Delegating adequate?	☑ Yes	☐ No	

2. ORGANIZATION	EVALUATED	ACTION REQUIRED	CORRECTED
	X		
a. Current Organizational Chart?	☑ Yes	☐ No	
(1) Lines of authority, responsibility, and training?	☑ Yes	☐ No	
b. How are personnel informed of commander's absence? SEE COMMENTS			
(1) Alternate assigned?	☑ Yes	☐ No	
(2) Division notified via comm-net?	☑ Yes	☐ No	
c. Have collateral duties been assigned to supervisors?	☑ Yes	☐ No	
(1) Officers aware of assignments and/or changes?	☑ Yes	☐ No	
d. How was efficiency of the organization tested? SEE COMMENTS			
e. Is there an appropriate span of control?	☑ Yes	☐ No	

3. JOB DESCRIPTIONS	EVALUATED	ACTION REQUIRED	CORRECTED
	X		
a. Local procedure for periodic review?	☑ Yes	☐ No	
(1) Date of last review update? 01/23/2008			
b. Authority limits explained?	☑ Yes	☐	
c. Written job descriptions for positions?	☑ Yes	☐ No	

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT: AREA ADMINSTRATION, Chapter 1   DATE: 02/12/2

SECTIONS	COMMENTS
2.b	The Area utilizes verbal notifications, e-mail and the sign out board.
2.d	A review of the Area's collision and arrest reports confirmed a standardized, efficient and organized procedure in place.
4.a	The Commander disseminates information through his Sergeants, e-mail, at briefings/debriefings; and on informal contacts.
4.a (2)	The Commander personally notifies employees of the accomplishments and contributions. The Commander attends briefings to notify officers of accomplishments and contributions, and makes needed comments on employee's CHP form 100.
4.c	The Commander is kept informed of daily events through personal contact with Area staff. In addition, the Commander keeps informed through e-mail and the Sergeant's log.
5.b	Area staff meetings are conducted quarterly or more frequently as directed by the Commander.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

AREA ADMINISTRATION

CHP 453A (Rev. 5-06) OPI 009

(1) Where are job descriptions kept?   Area SOP

	Yes	No
(2) Has cross training been conducted?	☑ Yes	☐ No

4. COMMUNICATIONS	EVALUATED	ACTION REQUIRED	CORRECTED
	X		

a. Commander's methods to disseminate and receive information?   SEE COMMENTS

	Yes	No
(1) Does the commander use both formal and informal channels?	☑ Yes	☐ No

(2) How does the commander inform personnel of their contributions and/or accomplishments?   SEE COMMENTS

	Yes	No
b. Good up and down flow of information within Area?	☑ Yes	☐ No
(1) Commander to supervisors?	☑ Yes	☐ No
(2) Commander to officers through lieutenants/sergeants?	☑ Yes	☐ No
(3) Supervisors to commander?	☑ Yes	☐ No
(4) Supervisors to officers?	☑ Yes	☐ No
(5) Officers to supervisors?	☑ Yes	☐ No
(6) Officers to commander through chain of command?	☑ Yes	☐ No
(7) Between uniformed/nonuniformed employees?	☑ Yes	☐ No
(8) Suggestions for improvement made/tested?	☑ Yes	☐ No
c. Commander and supervisors available for counseling?	☑ Yes	☐ No
(1) Commander attend briefings?	☑ Yes	☐ No
(2) Lieutenant attend briefings?	☑ Yes	☐ No
d. Is the information system effective?	☑ Yes	☐ No
(1) Are personnel aware of current projects?	☑ Yes	☐ No
(2) Weekly correspondence routed?	☑ Yes	☐ No

e. How is the commander kept informed of daily events?   SEE COMMENTS

	Yes	No
f. Are photos on picture board current?	☑ Yes	☐ No

5. AREA AND STAFF MEETINGS	EVALUATED	ACTION REQUIRED	CORRECTED
	X		

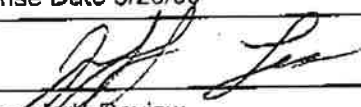|	Yes	No
a. Commander or facilitator/manager adequately prepared for meetings?	☑ Yes	☐ No
(1) Do meetings begin on time?	☑ Yes	☐
(2) Is there an agenda?	☑ Yes	☐ No

Department of California Highway Patrol
AREA MANAGEMENT EVALUATION
Chapter 1
AREA ADMINISTRATION

Area Mount Shasta	Division Northern	Number 146
Evaluated By Sgt. Annie Garcia		Date 3/20/09

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impression. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation

☐ Formal   ☒ Informal

Suspense Date 3/20/09

Follow-up Required | ☐ Correction Report

☐ Yes   ☒ No   by _____

Commander's Review   Date 3-20-09

1. MANAGEMENT FUNCTIONS	Evaluated ☒	Action Required ☐	Corrected ☐		
a. What functions of management were observed?					
(1) Planning adequate?				☒ Yes	☐ No
(2) Organizing adequate?				☒ Yes	☐ No
(3) Staffing adequate?				☒ Yes	☐ No
(4) Directing adequate?				☒ Yes	☐ No
(5) Controlling adequate?				☒ Yes	☐ No
(6) Delegating adequate?				☒ Yes	☐ No
2. ORGANIZATION	Evaluated ☒	Action Required ☐	Corrected ☐		
a. Current Organizational Chart?				☒ Yes	☐ No
(1) Lines of authority, responsibility and training?				☒ Yes	☐ No
b. How are personnel informed of commander's absence?					
(1) Alternate assigned?				☒ Yes	☐ No
(2) Division notified via comm-net?				☒ Yes	☐ No
c. Have collateral duties been assigned to supervisors?				☒ Yes	☐ No
(1) Officers aware of assignments and/or changes?				☒ Yes	☐ No
d. How was efficiency of the organization tested? AIS and hand-written logs for the tracking of traffic collision investigations.					
e. Is there an appropriate span of control?				☒ Yes	☐ No

CHP 453A (Rev 1-96)

Page 1

AREA MANAGEMENT EVALUATION
Chapter 1
AREA ADMINISTRATION

3. JOB DESCRIPTIONS	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Local procedure for periodic review?			☒ Yes	☐ No
(1) Date of last review update? 1/2/08				
b. Authority limits explained?			☒ Yes	☐ No
c. Written job descriptions for clerical positions?			☒ Yes	☐ No
(1) Where are job descriptions kept? Area SOP				
(2) Has cross training been conducted?			☒ Yes	☐ No

4. INTERPERSONAL COMMUNICATIONS	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Commander's methods to disseminate and receive information? Routing of correspondence with routing slips. Face-to-face meetings with staff members. The systems are adequate.				
(1) Does the commander use both formal and informal channels?			☒ Yes	☐ No
(2) How does the commander inform personnel of their contributions and/or accomplishments? Personally and during training days and briefings. Written documents are also used.				
b. Good up and down flow of information within Area?			☒ Yes	☐ No
(1) Commander to supervisors?			☒ Yes	☐ No
(2) Commander to officers through Lieutenants/Sergeants?			☒ Yes	☐ No
(3) Supervisors to commander?			☒ Yes	☐ No
(4) Supervisors to officers?			☒ Yes	☐ No
(5) Officers to supervisors?			☒ Yes	☐ No
(6) Officers to commander through chain of command?			☒ Yes	☐ No
(7) Between uniformed/nonuniformed employees?			☒ Yes	☐ No
(8) Suggestions for improvement made/tested?			☒ Yes	☐ No
c. Commander and supervisors available for counseling?			☒ Yes	☐ No
(1) Commander attend briefings?			☒ Yes	☐ No
(2) Lieutenant attend evening briefings? 𝑁/𝐴			☒ Yes	☐ No
d. Is the information system effective?			☒ Yes	☐ No
(1) Are personnel aware of current projects?			☒ Yes	☐ No
(2) Weekly correspondence routed?			☒ Yes	☐ No

AREA MANAGEMENT EVALUATION
Chapter 1
AREA ADMINISTRATION

e. How is the commander kept informed of daily events? Personal briefings and

correspondence by Area supervisors and special duty employees.

f. Are photos on picture board current?	☒ Yes	☐ No

5. AREA AND STAFF MEETINGS	Evaluated ☒	Action Required ☐	Corrected ☐

a. Commander adequately prepared for meetings?	☒ Yes	☐ No
(1) Do meetings begin on time?	☒ Yes	☐ No
(2) Is there an agenda?	☒ Yes	☐ No

b. How often are Area meetings held? Staff meetings are conducted every other month.

(1) Who coordinates agenda? Sergeant in charge of planning specific staff meetings.

(2) Who takes minutes? Sergeant in charge of planning specific staff meetings.

(3) Is action taken, with subsequent follow-up?	☒ Yes	☐ No
c. Are successive meetings held?	☒ Yes	☐ No
d. Are Top Management minutes discussed?	☒ Yes	☐ No
(1) Does commander support departmental programs?	☒ Yes	☐ No
(2) Do employees understand information disseminated?	☒ Yes	☐ No
e. Are special interest programs planned?	☒ Yes	☐ No
f. Are schedules arranged for maximum attendance?	☒ Yes	☐ No
(1) Is information conveyed to absent members?	☒ Yes	☐ No

g. What is the frequency of staff meetings? Every other month.

(1) Agendas distributed prior to meetings?	☒ Yes	☐ No

(2) Who attends? All Area supervisors, the Area Representative, and the office

supervisor.

(3) Action taken, with subsequent follow-up?	☒ Yes	☐ No
h. Are Sergeants-only meetings held?	☒ Yes	☐ No

i. What is the frequency of nonuniformed meetings? As necessary.

(1) Who schedules these meetings? The office supervisor.

(2) What is the commander's role? Technical advice/guidance.

(3) Action taken, with subsequent follow-up?	☒ Yes	☐ No

AREA MANAGEMENT EVALUATION
Chapter 1
AREA ADMINISTRATION

6. MANAGEMENT OF TIME	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Is time spent on activities proportionate to importance?			☒ Yes	☐ No
b. Commander/~~Lieutenant~~/Sergeants available other than business hours?			☒ Yes	☐ No
7. COLLECTIVE BARGAINING	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Does the commander comply with CI interpretations?			☒ Yes	☐ No
(1) Does a Library copy of all CIs exist?			☒ Yes	☐ No
(2) Employee groups notified prior to changing policy?			☒ Yes	☐ No
(3) Employee contract training for nonuniformed supervisors?			☒ Yes	☐ No
(4) Managers/supervisors understand grievance/complaint procedures?			☒ Yes	☐ No

8. COMMENTS

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Page 4

M e m o r a n d u m

Date: March 5, 2008

To: Northern Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
             Humboldt Area

File No.:   10190

Subject: INFORMAL INSPECTION - CHAPTER 1 AREA ADMINISTRATION,
             HUMBOLDT AREA

Attached is the assigned Chapter 1 "Area Administration" informal evaluation for your review.

Please let know if you have any questions or concerns. I'm happy to report the Humboldt Area

continues to perform its Area Administrative functions in a professional and courteous manner.

R. J. DEL MESE
Captain

Department of California Highway Patrol AREA MANAGEMENT EVALUATION Chapter 1 AREA ADMINISTRATION	Area Humboldt	Division Northern	Number 125
	Evaluated By Sergeant B. Fabbri		Date 1/1/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impression. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation		
☐Formal ☒Informal	Suspense Date	
Follow-up Required	☐ Correction Report	
☐Yes ☒No	by _____	Commander's Review Date

1. MANAGEMENT FUNCTIONS	Evaluated ☒	Action Required ☐	Corrected ☐
a. What functions of management were observed?			
(1) Planning adequate?		☒Yes	☐No
(2) Organizing adequate?		☒Yes	☐No
(3) Staffing adequate?		☒Yes	☐No
(4) Directing adequate?		☒Yes	☐No
(5) Controlling adequate?		☒Yes	☐No
(6) Delegating adequate?		☒Yes	☐No

2. ORGANIZATION	Evaluated ☒	Action Required ☐	Corrected ☐
a. Current Organizational Chart?		☒Yes	☐No
(1) Lines of authority, responsibility and training?		☒Yes	☐No
b. How are personnel informed of commander's absence?			
(1) Alternate assigned?		☒Yes	☐No
(2) Division notified via comm-net?		☒Yes	☐No
c. Have collateral duties been assigned to supervisors?		☒Yes	☐No
(1) Officers aware of assignments and/or changes?		☒Yes	☐No
d. How was efficiency of the organization tested? Random audits, including A/I Review are conducting by the Area Commander.			
e. Is there an appropriate span of control?		☒Yes	☐No

3. JOB DESCRIPTIONS	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Local procedure for periodic review?			☒Yes	☐No
(1) Date of last review update? 1/1/08				
b. Authority limits explained?			☒Yes	☐No
c. Written job descriptions for clerical positions?			☒Yes	☐No
(1) Where are job descriptions kept? Area SOP Annexes				
(2) Has cross training been conducted?			☒Yes	☐No

4. INTERPERSONAL COMMUNICATIONS	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Commander's methods to disseminate and receive information? Verbal, E-Mail, Suspense Files, Sergeant Daily Log				
(1) Does the commander use both formal and informal channels?			☒Yes	☐No
(2) How does the commander inform personnel of their contributions and/or accomplishments? Commendations, elauations, verbally during training days and briefings				
b. Good up and down flow of information within Area?			☒Yes	☐No
(1) Commander to supervisors?			☒Yes	☐No
(2) Commander to officers through Lieutenants/Sergeants?			☒Yes	☐No
(3) Supervisors to commander?			☒Yes	☐No
(4) Supervisors to officers?			☒Yes	☐No
(5) Officers to supervisors?			☒Yes	☐No
(6) Officers to commander through chain of command?			☒Yes	☐No
(7) Between uniformed/nonuniformed employees?			☒Yes	☐No
(8) Suggestions for improvement made/tested?			☒Yes	☐No
c. Commander and supervisors available for counseling?			☒Yes	☐No
(1) Commander attend briefings?			☒Yes	☐No
(2) Lieutenant attend evening briefings?			☐Yes	☒No
d. Is the information system effective?			☒Yes	☐No
(1) Are personnel aware of current projects?			☒Yes	☐No
(2) Weekly correspondence routed?			☒Yes	☐No

6. MANAGEMENT OF TIME	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Is time spent on activities proportionate to importance?			☒Yes	☐No
b. Commander/Lieutenant/Sergeants available other than business hours?			☒Yes	☐No
7. COLLECTIVE BARGAINING	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Does the commander comply with CI interpretations?			☒Yes	☐No
(1) Does a Library copy of all CIs exist?			☒Yes	☐No
(2) Employee groups notified prior to changing policy?			☒Yes	☐No
(3) Employee contract training for nonuniformed supervisors?			☒Yes	☐No
(4) Managers/supervisors understand grievance/complaint procedures?			☒Yes	☐No

8. COMMENTS

There were no discrepanices noted in the evaluation. The Humboldt Area appears to be

administered in the spirit of the evaluation and meets the needs of the Area.

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION
AREA ADMINISTRATION
CHP 453A (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Yreka	Northern	145

EVALUATED BY	DATE
Shawn Page, Sergeant	03/13/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION		SUSPENSE DATE	
☐ Formal Evaluation ☑ Informal Evaluation			

FOLLOW-UP REQUIRED	☐ Correction Report	COMMANDER'S REVIEW	DATE
☐ Yes ☑ No	BY _____	_~signature~_	3/20/2008

1. MANAGEMENT FUNCTIONS

	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	

a. What functions of management were observed?

(1) Planning adequate?	☑ Yes	☐ No
(2) Organization adequate?	☑ Yes	☐ No
(3) Staffing adequate?	☑ Yes	☐ No
(4) Directing adequate?	☑ Yes	☐ No
(5) Controlling adequate?	☑ Yes	☐ No
(6) Delegating adequate?	☑ Yes	☐ No

2. ORGANIZATION

	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	

a. Current Organizational Chart?	☑ Yes	☐ No
(1) Lines of authority, responsibility, and training?	☑ Yes	☐ No

b. How are personnel informed of commander's absence?   Departmental email, Comm-net, Sergeants, OSS-1

(1) Alternate assigned?	☑ Yes	☐ No
(2) Division notified via comm-net?	☑ Yes	☐ No
c. Have collateral duties been assigned to supervisors?	☑ Yes	☐ No
(1) Officers aware of assignments and/or changes?	☑ Yes	☐ No

d. How was efficiency of the organization tested?   Daily evaluation of documents for timely submission.

e. Is there an appropriate span of control?	☑ Yes	☐ No

3. JOB DESCRIPTIONS

	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	

a. Local procedure for periodic review?	☑ Yes	☐ No
(1) Date of last review update? 10/03/2007		
b. Authority limits explained?	☑ Yes	☐ No
c. Written job descriptions for positions?	☑ Yes	☐ No

sent to NO DIV.
_3/24/08_

(1) Where are job descriptions kept?   Area S.O.P.

	Yes	No
(2) Has cross training been conducted?	☑ Yes	☐ No

4. COMMUNICATIONS	EVALUATED Yes	ACTION REQUIRED No	CORRECTED

a. Commander's methods to disseminate and receive information?   Departmental email, staff meetings, daily briefings, informal meetings.

	Yes	No
(1) Does the commander use both formal and informal channels?	☑ Yes	☐ No

(2) How does the commander inform personnel of their contributions and/or accomplishments?   Discussions at daily briefings, training days, commendable incident reports, CHP 100 form comments, CHP 118's.

	Yes	No
b. Good up and down flow of information within Area?	☑ Yes	☐ No
(1) Commander to supervisors?	☑ Yes	☐ No
(2) Commander to officers through lieutenants/sergeants?	☑ Yes	☐ No
(3) Supervisors to commander?	☑ Yes	☐ No
(4) Supervisors to officers?	☑ Yes	☐ No
(5) Officers to supervisors?	☑ Yes	☐ No
(6) Officers to commander through chain of command?	☑ Yes	☐ No
(7) Between uniformed/nonuniformed employees?	☑ Yes	☐ No
(8) Suggestions for improvement made/tested?	☑ Yes	☐ No
c. Commander and supervisors available for counseling?	☑ Yes	☐ No
(1) Commander attend briefings?	☑ Yes	☐ No
(2) Lieutenant attend briefings?	☑ Yes	☐ No
d. Is the information system effective?	☑ Yes	☐ No
(1) Are personnel aware of current projects?	☑ Yes	☐ No
(2) Weekly correspondence routed?	☑ Yes	☐ No

e. How is the commander kept informed of daily events?   Daily 'Sergeant's Log', informal meetings with supervisory staff, Departmental email, telephone.

	Yes	No
f. Are photos on picture board current?	☑ Yes	☐ No

5. AREA AND STAFF MEETINGS	EVALUATED Yes	ACTION REQUIRED No	CORRECTED

	Yes	No
a. Commander or facilitator/manager adequately prepared for meetings?	☑ Yes	☐ No
(1) Do meetings begin on time?	☑ Yes	☐ No
(2) Is there an agenda?	☑ Yes	☐ No

b. How often are Area meetings held?   Quarterly

   (1) Who coordinates agenda?   Training Sergeant

   (2) Who takes minutes?   Assigned Sergeant

   (3) Is action taken, with subsequent follow-up?   ☑ Yes   ☐ No

c. Are successive meetings held?   ☑ Yes   ☐ No

d. Are Top Management minutes discussed?   ☑ Yes   ☐ No

   (1) Does commander support departmental programs?   ☑ Yes   ☐ No

   (2) Do employees understand information disseminated?   ☑ Yes   ☐ No

e. Are special interest programs planned?   ☑ Yes   ☐ No

f. Are schedules arranged for maximum attendance?   ☑ Yes   ☐ No

   (1) Is information conveyed to absent members?   ☑ Yes   ☐ No

g. What is the frequency of staff meetings?   Monthly

   (1) Agendas distributed prior to meetings?   ☑ Yes   ☐ No

   (2) Who attends?   Commander, Lieutenant, Sergeants, Non-uniformed supervisore, PAO, Barganing unit representatives.

   (3) Action taken, with subsequent follow-up?   ☑ Yes   ☐ No

h. Are sergeants-only meetings held?   ☑ Yes   ☐ No

i. What is the frequency of nonuniformed meetings?   Quarterly

   (1) Who schedules these meetings?   PSDS-1

   (2) What is the commander's role?   To provide information on current operations, provide general information and guidance on future operations, explain Departmental philosophy and answer questions.

   (3) Action taken, with subsequent follow-up?   ☑ Yes   ☐ No

	EVALUATED	ACTION REQUIRED	CORRECTED
6. MANAGEMENT OF TIME	Yes	No	

a. Is time spent on activities proportionate to importance?   ☑ Yes   ☐ No

b. Commander/lieutenant/sergeants available other than business hours?   ☑ Yes   ☐ No

	EVALUATED	ACTION REQUIRED	CORRECTED
7. COLLECTIVE BARGAINING	Yes	No	

a. Does the commander comply with Contract Interpretations (CI)?   ☑ Yes   ☐ No

   (1) Does a library copy of all CIs exist?   ☑ Yes   ☐ No

   (2) Employee groups notified prior to changing policy?   ☑ Yes   ☐ No

   (3) Employee contract training for nonuniformed supervisors?   ☑ Yes   ☐ No

   (4) Managers/supervisors understand grievance/complaint procedures?   ☑ Yes   ☐ No

Department of California Highway Patrol
AREA MANAGEMENT EVALUATION
Chapter 1
AREA ADMINISTRATION

Area Alturas (170)	Division Northern	Number 170-01-08
Evaluated By T. Dunn		Date 03/08/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impression. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation

☐ Formal   ☒ Informal

Follow-up Required   ☐ Correction Report

☐ Yes   ☒ No   by _____

Suspense Date

[signature] 3/26/2008

Commander's Review   Date

1. MANAGEMENT FUNCTIONS	Evaluated ☒	Action Required ☐	Corrected ☐
a. What functions of management were observed? Daily operations, meetings, and planning.			
(1) Planning adequate?	☒ Yes	☐ No	
(2) Organizing adequate?	☒ Yes	☐ No	
(3) Staffing adequate?	☒ Yes	☐ No	
(4) Directing adequate?	☒ Yes	☐ No	
(5) Controlling adequate?	☒ Yes	☐ No	
(6) Delegating adequate?	☒ Yes	☐ No	

2. ORGANIZATION	Evaluated ☒	Action Required ☐	Corrected ☐
a. Current Organizational Chart?	☒ Yes	☐ No	
(1) Lines of authority, responsibility and training?	☒ Yes	☐ No	
b. How are personnel informed of commander's absence? MIS designating acting commander and absences are posted on master schedule.			
(1) Alternate assigned?	☒ Yes	☐ No	
(2) Division notified via comm-net?	☒ Yes	☐ No	
c. Have collateral duties been assigned to supervisors?	☒ Yes	☐ No	
(1) Officers aware of assignments and/or changes?	☒ Yes	☐ No	
d. How was efficiency of the organization tested? Officers were asked at briefings if the knew assigned duties of supervisors and when/how acting commander was assigned.			
e. Is there an appropriate span of control?	☒ Yes	☐ No	

3. JOB DESCRIPTIONS	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Local procedure for periodic review?			☒ Yes	☐ No
(1) Date of last review update? Staff meeting on January 31, 2008.				
b. Authority limits explained?			☒ Yes	☐ No
c. Written job descriptions for clerical positions?			☒ Yes	☐ No
(1) Where are job descriptions kept? Area S.O.P. 2.4.11 and 2.4.12				
(2) Has cross training been conducted?			☒ Yes	☐ No

4. INTERPERSONAL COMMUNICATIONS	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Commander's methods to disseminate and receive information? Commander attends briefings, meets with officers on training days. communicats daily with clerical staff and sergeants.				
(1) Does the commander use both formal and informal channels?			☒ Yes	☐ No
(2) How does the commander inform personnel of their contributions and/or accomplishments?				
Contributions and accompishments are acknowledged at briefings and training days.				
b. Good up and down flow of information within Area?			☒ Yes	☐ No
(1) Commander to supervisors?			☒ Yes	☐ No
(2) Commander to officers through Lieutenants/Sergeants?			☒ Yes	☐ No
(3) Supervisors to commander?			☒ Yes	☐ No
(4) Supervisors to officers?			☒ Yes	☐ No
(5) Officers to supervisors?			☒ Yes	☐ No
(6) Officers to commander through chain of command?			☒ Yes	☐ No
(7) Between uniformed/nonuniformed employees?			☒ Yes	☐ No
(8) Suggestions for improvement made/tested?			☒ Yes	☐ No
c. Commander and supervisors available for counseling?			☒ Yes	☐ No
(1) Commander attend briefings?			☒ Yes	☐ No
(2) Lieutenant attend evening briefings?			☒ Yes	☐ No
d. Is the information system effective?			☒ Yes	☐ No
(1) Are personnel aware of current projects?			☒ Yes	☐ No
(2) Weekly correspondence routed?			☒ Yes	☐ No

e. How is the commander kept informed of daily events? Daily dispatch logs are reviewed by the commander and sergeants notify the commander of significant everns by telephone and/or email.

f. Are photos on picture board current?		☒ Yes	☐ No

5. AREA AND STAFF MEETINGS	Evaluated ☒	Action Required ☐	Corrected ☐
a. Commander adequately prepared for meetings?		☒ Yes	☐ No
(1) Do meetings begin on time?		☒ Yes	☐ No
(2) Is there an agenda?		☒ Yes	☐ No

b. How often are Area meetings held? Two per quarter during training days.

(1) Who coordinates agenda? Area commander

(2) Who takes minutes? Rotates among command management team.

(3) Is action taken, with subsequent follow-up?		☒ Yes	☐ No
c. Are successive meetings held?		☒ Yes	☐ No
d. Are Top Management minutes discussed?		☒ Yes	☐ No
(1) Does commander support departmental programs?		☒ Yes	☐ No
(2) Do employees understand information disseminated?		☒ Yes	☐ No
e. Are special interest programs planned?		☒ Yes	☐ No
f. Are schedules arranged for maximum attendance?		☒ Yes	☐ No
(1) Is information conveyed to absent members?		☒ Yes	☐ No

g. What is the frequency of staff meetings?   Quarterly

(1) Agendas distributed prior to meetings?		☒ Yes	☐ No

(2) Who attends?   Area commander, sergeants, and OSSI. (All management and supervisors)

(3) Action taken, with subsequent follow-up?		☒ Yes	☐ No
h. Are Sergeants-only meetings held?		☒ Yes	☐ No

i. What is the frequency of nonuniformed meetings? The two clerical employees communicate daily and discuss issues as they arrise with the commander. Formal meetings are scheduled as needed

(1) Who schedules these meetings?   The Office Supervisor

(2) What is the commander's role?

The commander is actively engaged and makes decisions after considering all opinions.

(3) Action taken, with subsequent follow-up?		☒ Yes	☐ No

6. MANAGEMENT OF TIME	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Is time spent on activities proportionate to importance?			☒ Yes	☐ No
b. Commander/Lieutenant/Sergeants available other than business hours?			☒ Yes	☐ No

7. COLLECTIVE BARGAINING	Evaluated ☒	Action Required ☐	Corrected ☐	
a. Does the commander comply with CI interpretations?			☒ Yes	☐ No
(1) Does a Library copy of all CIs exist?			☒ Yes	☐ No
(2) Employee groups notified prior to changing policy?			☒ Yes	☐ No
(3) Employee contract training for nonuniformed supervisors?			☒ Yes	☐ No
(4) Managers/supervisors understand grievance/complaint procedures?			☒ Yes	☐ No

8. COMMENTS Overall communication in the Alturas Area is very good. There is a constant flow of information both up and down the chain of command. Meetings are held reguarly and as needed if a situation arrises. Management and supervision stay informed on collective baganing issues and follow the established policies and procedures.

Area	Division	Number
125	Northern	

Evaluated By H. J. Rosendahl | Date 9/15/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation
☐ Formal   ☒ Informal

Suspense Date 10/10/08

Follow-up Required
☐ Yes   ☒ No

☐ Correction Report
by _____

R. Dl----   9-15-08
Commander's Review   Date

1. HEADQUARTERS STATISTICAL REPORTS	Evaluated ☒	Action Required ☐	Corrected ☐
a. Do supervisors utilize MIS and SWITRS reports?		☒ Yes	☐ No
b. Are statistical reports reviewed as necessary by supervisors?		☒ Yes	☐ No

(1) How is this information disseminated and filed for future use? Status board in briefing room.

c. Are reports available for interested employees?		☒ Yes	☐ No

2. LOCAL DATA	Evaluated ☒	Action Required ☐	Corrected ☐
a. Are local statistics collected and data developed for Area operational needs?		☒ Yes	☐ No
(1) Are PCs utilized to record and store data?		☒ Yes	☐ No

b. How is data analyzed and presented to field personnel? AIS, then presented to officers in briefings.

(1) Are visual aids used?		☒ Yes	☐ No

3. ACCIDENT REDUCTION	Evaluated ☒	Action Required ☐	Corrected ☐
a. Does Area have written accident reduction plans?		☒ Yes	☐ No
(1) Are goals and objectives realistic and understandable?		☒ Yes	☐ No
(a) Are plans flexible and complete?		☒ Yes	☐ No
(2) Have the plans been successful?		☒ Yes	☐ No
(a) Has emphasis been placed in the correct areas?		☒ Yes	☐ No
(b) Is the Area commander familiar with results?		☒ Yes	☐ No
(c) Are supervisors familiar with Area plans and goals?		☒ Yes	☐ No

(d) Is progress towards goals discussed with all Area personnel?	☒ Yes	☐ No

(1) Who has been involved in the development of accident reduction plans? Command staff with field input.

b. Has an effective deployment plan been established and is it followed?	☒ Yes	☐ No
(1) Is deployment proportional to accident and congestion problems?	☒ Yes	☐ No
(a) Are officer's personal needs considered?	☐ Yes	☒ No
(b) Are special events properly covered?	☒ Yes	☐ No
(c) Are lieutenants and sergeants deployed based on needs of the Area?	☒ Yes	☐ No
(2) Does the vacation schedule follow policy and address needs of Area?	☒ Yes	☐ No

(a) What process is used when changes to the master vacation schedule are made?

Supervisory approval.

(b) Are special duty officers scheduled separately?	☒ Yes	☐ No

(1) Who replaces vacationing special duty officers? Other SD officers.

(2) Are motorcycle officers scheduled separately? *N/A*	☐ Yes	☐ No

4. ENFORCEMENT	Evaluated ☒	Action Required ☐	Corrected ☐		
a. Does activity address accident reduction and compliance with the law?				☒ Yes	☐ No
(1) Are statistics from accidents used to properly guide enforcement activity?				☒ Yes	☐ No
(2) Do CHP 215s, 281s, and 267s compare with activity listed on the CHP 100?				☒ Yes	☐ No
(a) Do supervisors use matrix reports to audit enforcement activity?				☒ Yes	☐ No

5. SERVICES	Evaluated ☒	Action Required ☐	Corrected ☐		
a. Do Area personnel recognize the importance of their role in providing motorist and public services?				☒ Yes	☐ No
b. Does the commander emphasize importance of service outlined in GO 100.45?				☒ Yes	☐ No
(1) Are field personnel aware of beats having heavy service requirements?				☒ Yes	☐ No
(2) Do services rendered reflect good beat accountability?				☒ Yes	☐ No
(3) Has Area established procedures for females in need of assistance?				☒ Yes	☐ No
c. Do CHP 415s indicate services are provided to disabled motorists?				☒ Yes	☐ No
(1) Are vehicles stored if left on the freeway over four hours?				☒ Yes	☐ No
(2) Are CHP 422s used in accordance with policy?				☒ Yes	☐ No
d. Are uniformed employees annually trained on GO 100.6, Special Relationships?				☒ Yes	☐ No
(1) Do employees comply with the directives given?				☒ Yes	☐ No

6. BEATS	Evaluated ⊠	Action Required ☐	Corrected ☐	
a. Does Area comply with GO 100.64?			⊠ Yes	☐ No
(1) Are beats organized in compliance with current policy?			⊠ Yes	☐ No
(a) Can accident causes and locations be effectively isolated and dealt with?			⊠ Yes	☐ No
(2) Is there effective communication between officers and supervisors relating to problems on various beats?			⊠ Yes	☐ No
(3) What methods are used to identify high accident locations on beats?			⊠ Yes	☐ No
b. Are beat descriptions current?			⊠ Yes	☐ No
(1) Are revisions made in accordance with time limitations listed in GO 100.64?			⊠ Yes	☐ No
(2) Are beat maps, or similar devices, provided for officers to use in the field?			⊠ Yes	☐ No
(3) Are supervisors familiar with the beat structure?			⊠ Yes	☐ No
c. Are beat instructions current?			⊠ Yes	☐ No
(1) Are the following identified:				
(a) Principle landmark locations?			⊠ Yes	☐ No
(b) Seasonal fluctuations in traffic flow?			⊠ Yes	☐ No
(c) High frequency accident locations?			⊠ Yes	☐ No
(d) Primary collision factors?			⊠ Yes	☐ No
(e) Hazardous areas?			⊠ Yes	☐ No
(f) Recommended patrol procedures?			⊠ Yes	☐ No
7. POST-ARREST PROCEDURES	Evaluated ⊠	Action Required ☐	Corrected ☐	
a. Is prosecution sought whenever possible?			⊠ Yes	☐ No
(1) Do accident investigations adequately support prosecution?			⊠ Yes	☐ No
(2) What is the percentage of arrests resulting from accident investigation?				
(3) Are felony hit-and-run accidents adequately investigated?			⊠ Yes	☐ No
(a) Is information in the reports sufficient to result in the identification of the suspects and issuance of a criminal complaint?			⊠ Yes	☐ No
b. Are Owner's Responsibility citations reviewed to ensure approved procedures?			⊠ Yes	☐ No
c. Are officers competent in the use of chemical testing equipment, and are their forensic alcohol training records current?			⊠ Yes	☐ No
(1) Is there a system in place to monitor chemical tests results in order to determine if additional training is needed?			⊠ Yes	☐ No
(2) Do arrest reports contain documentation to support successful prosecution?			⊠ Yes	☐ No

(a) Do sergeants and officers know when to notify the district attorney during a major investigation? ☒ Yes ☐ No

(3) When are a juvenile's parents notified during an arrest situation? Whenever possible.

(a) Who is responsible for the notification? The arresting officer or Juvi hall

(4) Are officers familiar with citizen's arrest procedure/policy? ☒ Yes ☐ No

(5) Do all officers know how to operate PAS devices? ☒ Yes ☐ No

(a) What system is used to monitor the security, accountability, and calibration of PAS devices?

Calibration and accountability conducted every Thursday.

d. Who reviews reports before submission to the district attorney's Office? Sergeants and Court officer

(1) What records are maintained on the number of arrests resulting in the successful filing of a criminal complaint?

AIS

(2) Do the figures indicate a problem? ☒ Yes ☐ No

(3) Does the court officer have a good rapport with the district attorney's office? ☒ Yes ☐ No

(4) Does Area commander have a good relationship with the district attorney? ☒ Yes ☐

No

(5) Is there adequate monitoring of the disposition of criminal cases? ☒ Yes ☐ No

e. Does a review of the CHP 207 file indicate an apparent problem with the number of dismissal requests? ☐ Yes ☒ No

8. RADAR SPEED ENFORCEMENT	Evaluated ☒	Action Required ☐	Corrected ☐

a. Does Area follow the procedures in HPM 100.4 for radar speed enforcement? ☒ Yes ☐ No

b. Does the Project Coordinator fully understand his/her duties and responsibilities as outlined in HPM 100.4, and is the Area in compliance with program requirements? ☒ Yes ☐ No

(1) Has testing and maintenance been recorded on the CHP 99B? ☒ Yes ☐ No

(a) Has service been performed according to manufacturer's specifications? ☒ Yes ☐ No

(2) Have speedometers in patrol vehicles used for radar speed enforcement been calibrated by certified radar units other than those used for speed enforcement? ☒ Yes ☐ No

(3) Is internal calibration completed by the guidelines in HPM 100.4, Chapter 4? ☒ Yes ☐ No

(a) Are officers recertified annually? ☒ Yes ☐ No

(4) Do officers have a CHP 195 in their personnel files, and is their training listed on their CHP 270? ☒ Yes ☐ No

(5) Are traffic and engineering surveys updated every five years? ☒ Yes ☐ No

CHP 453C (Rev 1-96)

(6) Does Area periodically check to ensure "Speed Checked by Radar" signs are in place where required?	☒ Yes	☐ No
c. Are self-evaluations of the Area's radar program accomplished?	☒ Yes	☐ No

9. DRIVING UNDER THE INFLUENCE ENFORCEMENT PROGRAMS	Evaluated ☒	Action Required ☐	Corrected ☐

a. Policies and Procedures		
(1) Does Area personnel utilize approved FSTs?	☒ Yes	☐ No
(2) Does Area use additional FSTs at the request of the district attorney?	☐ Yes	☒ No
(3) Do officers utilize CHP 202C, Gaze Nystagmus Validation Record?	☒ Yes	☐ No
b. Are officers familiar with related codes relative to drug influence?	☒ Yes	☐ No
c. Arrest Policies and Procedures		
(1) Are CHP 202s, complete and comprehensive?	☒ Yes	☐ No
(2) Are CHP 202s reviewed and initialed by a supervisor?	☒ Yes	☐ No
(3) Are CHP 735s, DUI Cost Recovery Report, completed according to policy?	☒ Yes	☐ No
(a) Are 735s completed and processed within 60 days of conviction date?	☒ Yes	☐ No
(b) Are 735s accurate, and supported by the times recorded on the officer's CHP 415?	☒ Yes	☐ No
(4) Does Area have an SOP on Hospital Release of In-Custody Arrestees?	☒ Yes	☐ No
(5) Does Area utilize the cite and release program?	☒ Yes	☐ No
(6) Are Area personnel familiar with the 0.04 BAC law for commercial drivers?	☒ Yes	☐ No
(7) Are personnel familiar with the 24-hour commercial tie-up requirements?	☒ Yes	☐ No
(8) Are officers familiar with requirements of the zero BAC tolerance for drivers under the age of 21?	☒ Yes	☐ No
(a) Does Area maintain a file for Administrative Per Se ((DS 367) for zero tolerance violations?	☒ Yes	☐ No
(b) Are officers familiar with CHP 415 reporting of zero BAC tolerance violations?	☒ Yes	☐ No
(9) Are Area officers familiar with requirements in enforcing 23140 CVC, under 21 with a 0.05 BAC or greater?	☒ Yes	☐ No
(10) Does Area have a policy for enforcing 23175 CVC, DUI with three priors?	☐ Yes	☒ No
d. Does Area have policy for retention/preservation of blood and urine samples?	☒ Yes	☐ No
(1) Does Area utilize the Non-Consensual Chemical Testing (NCT) Program?	☒ Yes	☐ No
(2) Does Area participate in the enhanced NCT Program?	☐ Yes	☒ No
e. Does Area have established local policy to ensure Administrative Per Se documentation is submitted to DMV within five business days of an arrest?	☒ Yes	☐ No

f. Does Area have an SOP on the use of PAS devices?	☒ Yes	☐ No
(1) Does Area ensure the maximum number are deployed on each shift?	☒ Yes	☐ No
(2) Who is the Area PAS coordinator? Officer Kathy Smith		
(3) Does the PAS coordinator maintain the records for use and calibration?	☒ Yes	☐ No
(4) PAS devices calibrated every 10 days/150 tests, whichever occurs first?	☒ Yes	☐No
(5) Does Area maintain records to ensure accountability for each device?	☒ Yes	☐ No
g. Does the Area operate sobriety checkpoints?	☒ Yes	☐ No
(1) If so, does Area have a written plan for each location?	☒ Yes	☐ No
(2) Are operational plans retained for two years, plus current?	☒ Yes	☐ No
(3) Does Area conduct checkpoints with other agencies?	☒ Yes	☐ No
(4) Is a supervisor assigned to each checkpoint?	☒ Yes	☐ No
(5) Are PAS devices available at checkpoints?	☒ Yes	☐ No
(6) Is chemical testing available at the sobriety checkpoint location?	☒ Yes	☐ No
(7) Is the media notified 48 hours in advance?	☒ Yes	☐ No
(8) Are CHP 205, Sobriety Checkpoint Activity Reports, submitted to Division and the Office of Research and Planning?	☒ Yes	☐ No
h. Does Area participate in the DUI Reporters Reward Program?	☒ Yes	☐ No

10. OTHER SPECIAL ENFORCEMENT PROGRAMS	Evaluated ☒	Action Required ☐	Corrected ☐
a. Is there an airplane speed enforcement program operating within the Area?	☒ Yes		☐ No
(1) If so, what is the extent of Area's involvement? Northern Division plane works in Area several times per month.			
(2) How are personnel selected? Random			
(3) Is training provided?	☐ Yes		☒ No
(4) Does the program have the support of the district attorney and judges?	☒ Yes		☐ No
(5) Is media reaction favorable?	☒ Yes		☐ No
b. Does the Area operate DUI checkpoints?	☒ Yes		☐ No
(1) Does Area have a written plan?	☒ Yes		☐ No
(2) Are checkpoints solely with CHP personnel, or do other agencies participate? Refer to section 9?			

(3) Does Area follow guidelines in HPM 100.8?	☐ Yes	☒ No
(4) Is breath or chemical testing available at the checkpoint?	☒ Yes	☐ No
(5) Is the media notified 48 hours in advance?	☒ Yes	☐ No
(6) Has media reaction been favorable?	☒ Yes	☐ No
c. Does Area have personnel assigned to SEU?	☒ Yes	☐ No

(1) What is the current mission of the unit?

Accident reduction, speed and DUI enforcement.

(2) How are members selected? Random, using grant overtime.

(3) Who supervises the unit? Sergeant

(4) Is the unit effective?	☒ Yes	☐ No
d. Does the Area have overtime enforcement programs?	☒ Yes	☐ No

(1) If so, what are they? Slic 1 & 2, Roving DUI, Hoopa Valley DUI enforcement, College DUI corridor OT,

(2) Is assignment of officers consistent with the terms of the Unit 5 contract?	☒ Yes	☐ No
e. Are Reimbursable Services Contracts properly initiated and monitored?	☒ Yes	☐ No
(1) Do overtime costs stay within the amount stipulated by the contract?	☒ Yes	☐ No

COMMENTS Pg 4, 7. (E) - The CHP 207 is the "Financial Assistance Authorization" form, does not apply to subject matter.

Pg. 5, - 9 (10) 23175 VC is no longer California Law.

Pg. 5 - 9. (D) (1) Felonies only.

Pg. 6 - Section 10 repeats information already asked in Section 9??

Pg. 7 - (3) HPM 100.8 does not exist??

AREA MANAGEMENT EVALUATION
COLLISIONS, ENFORCEMENTS, AND SERVICES
CHP 453C (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Red Bluff #130	Northern #101	✓
EVALUATED BY		DATE
E. Hersom, #11555		08/19/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION		SUSPENSE DATE
☐ Formal Evaluation ☑ Informal Evaluation		09/03/2008

FOLLOW-UP REQUIRED		COMMANDER'S REVIEW	DATE
☐ Yes ☒ No	☐ Correction Report BY	*H.N. Lambert, Lt.*	9-3-2008

1. HEADQUARTERS STATISTICAL REPORTS

	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	

a. Do supervisors utilize MIS and SWITRS reports?	☑ Yes	☐ No
b. Are statistical reports reviewed as necessary by supervisors?	☑ Yes	☐ No
(1) How is the information disseminated and filed for future use? See attached narrative report.		
c. Are reports available for interested employees?	☑ Yes	☐ No

2. LOCAL DATA

	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	

a. Are local statistics collected and data developed for Area operational needs?	☑ Yes	☐ No
(1) Are PCs utilized to record and store data?	☑ Yes	☐ No
b. How is data analyzed and presented to field personnel? See attached narrative report.		
(1) Are visual aids used?	☑ Yes	☐ No

3. COLLISION REDUCTION

	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	

a. Does Area have written collision reduction plans?	☑ Yes	☐ No
(1) Are goals and objectives realistic and understandable?	☑ Yes	☐ No
(a) Are plans flexible and complete?	☑ Yes	☐ No
(2) Have the plans been successful?	☑ Yes	☐ No
(a) Has emphasis been placed in the correct areas?	☑ Yes	☐ No
(b) Is the Area commander familiar with results?	☑ Yes	☐ No
(c) Are supervisors familiar with Area plans and goals?	☑ Yes	☐ No
(d) Is progress towards goals discussed with all Area personnel?	☑ Yes	☐ No
1 Who has been involved in the development of collision reduction plans? See attached narrative report.		
b. Has an effective deployment plan been established and is it followed?	☑ Yes	☐ No

AREA MANAGEMENT EVALUATION
COLLISIONS, ENFORCEMENTS, AND SERVICES
CHP 453C (Rev. 5-06) OPI 009

(1) Is deployment proportional to collision and congestion problems?	☑ Yes	☐ No
(a) Are officers' personal needs considered?	☑ Yes	☐ No
(b) Are special events properly covered?	☑ Yes	☐ No
(c) Are lieutenants and sergeants deployed based on needs of the Area?	☑ Yes	☐ No
(2) Does the vacation schedule follow departmental policy and address the needs of the Area?	☑ Yes	☐ No
(a) What process is used when changes to the master vacation schedule are made? See attached narrative report.		
(b) Are special duty officers scheduled separately?	☑ Yes	☐ No
1 Who replaces vacationing special duty officers? See attached narrative report.		
2 Are motorcycle officers scheduled separately?	☐ Yes	☑ No

4. ENFORCEMENT

	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	

a. Does enforcement activity address collision reduction and compliance with the law?	☑ Yes	☐ No
(1) Are statistics from collisions used to properly guide enforcement activity?	☑ Yes	☐ No
(2) Do CHP 215s, 281s, 267s, and 202Ds compare with activity listed on the CHP 415 and CHP 100?	☑ Yes	☐ No
(a) Do supervisors use matrix reports to audit enforcement activity?	☑ Yes	☐ No

5. SERVICES

	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	

a. Do Area personnel recognize the importance of their role in providing motorist and public services?	☑ Yes	☐ No
b. Does the commander properly emphasize the importance of service as outlined in GO 100.45?	☑ Yes	☐ No
(1) Are field personnel aware of beats having heavy service requirements?	☑ Yes	☐ No
(2) Do services rendered reflect good beat accountability?	☑ Yes	☐ No
(3) Has Area established procedures for persons in need of assistance?	☑ Yes	☐ No
c. Do CHP 415s indicate services are provided to disabled motorists?	☑ Yes	☐ No
(1) Are vehicles stored if left on the freeway over four hours?	☑ Yes	☐ No
(2) Are CHP 422s used in accordance with policy?	☑ Yes	☐ No
d. Are all uniformed employees annually trained on GO 100.6, Special Relationships?	☑ Yes	☐ No
(1) Do employees complete the CHP 268 for incidents in which potential liability may be incurred?	☑ Yes	☐ No

6. BEATS

	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	

a. Does Area comply with GO 100.64, Beat Descriptions?	☑ Yes	☐ No
(1) Are beats organized in compliance with current policy?	☑ Yes	☐ No
(a) Can collision causes and locations be effectively isolated and addressed?	☑ Yes	☐ No
(2) Is there effective communication between officers and supervisors relating to problems on various beats?	☑ Yes	☐ No

AREA MANAGEMENT EVALUATION
COLLISIONS, ENFORCEMENTS, AND SERVICES
CHP 453C (Rev. 5-06) OPI 009

(3) What methods are used to identify high collision locations on beats? See attached narrative report.		
b. Are beat descriptions current?	☑ Yes	☐ No
(1) Are revisions made in accordance with time limitations listed in GO 100.64, Beat Descriptions?	☑ Yes	☐ No
(2) Are beat guides, or similar devices, provided for officers to use in the field?	☑ Yes	☐ No
(3) Are supervisors familiar with the beat structure?	☑ Yes	☐ No
c. Are beat instructions current?	☑ Yes	☐ No
(1) Are the following identified:		
(a) Principle landmark locations?	☑ Yes	☐ No
(b) Seasonal fluctuations in traffic flow?	☑ Yes	☐ No
(c) High frequency collisions locations?	☑ Yes	☐ No
(d) Primary collision factors?	☑ Yes	☐ No
(e) Hazardous areas?	☑ Yes	☐ No
(f) Recommended patrol procedures?	☑ Yes	☐ No

7. POST-ARREST PROCEDURES	EVALUATED Yes	ACTION REQUIRED No	CORRECTED	
a. Is prosecution sought whenever possible?			☑ Yes	☐ No
(1) Do collision investigations adequately support prosecution?			☑ Yes	☐ No
(2) What is the percentage of arrests resulting from collision investigation? See attached narrative report.				
(3) Are felony hit-and-run collisions adequately investigated?			☑ Yes	☐ No
(a) Is information in the reports sufficient to result in the identification of the suspects and issuance of a criminal complaint?			☑ Yes	☐ No
b. Are owner's responsibility citations reviewed by supervisors to ensure the use of approved procedures?			☑ Yes	☐ No
c. Are officers competent in the use of chemical testing equipment, and are their forensic alcohol training records current?			☑ Yes	☐ No
(1) Is there a system in place to monitor chemical test results in order to determine if additional training is needed?			☑ Yes	☐ No
(2) Do arrest reports contain necessary documentation to support successful prosecution?			☑ Yes	☐ No
(a) Do sergeants and officers know when to notify the district attorney during an investigation?			☑ Yes	☐ No
(3) When are a juvenile's parents notified during an arrest situation? See attached narrative report.				
(a) Who is responsible for the notification? See attached narrative report.				
(4) Are officers familiar with citizen's arrest procedure/policy?			☑ Yes	☐ No
(5) Do all officers know how to operate PAS devices?			☑ Yes	☐ No

(a) What system is used to monitor the security, accountability, and calibration of PAS devices?   See attached narrative report.

d. Who reviews reports before submission to the district attorney's office?   See attached narrative report.

(1) What records are maintained on the number of arrests resulting in the successful filing of a criminal complaint?   See attached narrative report.

	Yes	No
(2) Do the figures indicate a problem?	☐ Yes	☑ No
(3) Does the court officer have a good rapport with the district attorney's office?	☑ Yes	☐ No
(4) Does the Area commander have a good relationship with the district attorney?	☑ Yes	☐ No
(5) Is there adequate monitoring of the disposition of criminal cases?	☑ Yes	☐ No
e. Does a review of dismissal requests indicate an apparent problem?	☑ Yes	☐ No

8. RADAR SPEED ENFORCEMENT	EVALUATED	ACTION REQUIRED	CORRECTED	
	Yes	No		
a. Does Area follow the procedures in HPM 100.4, Radar Speed Enforcement Manual, in regards to radar speed enforcement?			☑ Yes	☐ No
b. Does the Radar Coordinator understand his/her duties and responsibilities as outlined in HPM 100.4, and is the Area in compliance with program requirements?			☑ Yes	☐ No
(1) Has all service been performed according to manufacturer's specifications?			☑ Yes	☐ No
(2) Have speedometers in patrol vehicles used for radar speed enforcement been calibrated by certified radar units other than those used for speed enforcement?			☑ Yes	☐ No
(3) Is internal calibration completed according to guidelines in HPM 100.4?			☑ Yes	☐ No
(a) Are officers recertified annually?			☑ Yes	☐ No
(4) Have radar coordinators received specialized training and is their training listed on ETRS?			☑ Yes	☐ No
(5) Are traffic and engineering surveys updated every five years?			☑ Yes	☐ No
(6) Does Area periodically check to ensure "Speed Checked by Radar" signs are in place where required?			☑ Yes	☐ No
c. Has an audit of the radar program been conducted at intervals of no longer than 24 months?			☑ Yes	☐ No
d. Are self-evaluations of the Area's radar program accomplished?			☑ Yes	☐ No

9. DRIVING UNDER THE INFLUENCE ENFORCEMENT PROGRAMS	EVALUATED	ACTION REQUIRED	CORRECTED	
	Yes	No		
a. Policies and Procedures				
(1) Does Area personnel utilize approved FSTs?			☑ Yes	☐ No
(2) Does Area utilize additional FSTs at the request of the local district attorney?			☑ Yes	☐ No
(3) Do officers utilize CHP 202C, Influence Evaluation (Rolling Log)?			☑ Yes	☐ No
b. Are officers familiar with related codes relative to drug influence?			☑ Yes	☐ No

c. Arrest Policies and Procedures

		Yes	No
(1)	Are CHP 202s complete and comprehensive?	☑ Yes	☐ No
(2)	Are CHP 202s reviewed and initialed by a supervisor?	☑ Yes	☐ No
(3)	Are CHP 735s, Incident Response Reimbursement Statement, completed according to policy?	☑ Yes	☐ No
	(a) Are 735s completed and processed within 60 days of the conviction date?	☑ Yes	☐ No
	(b) Are 735s accurate, and supported by the times recorded on the officer's CHP 415?	☑ Yes	☐ No
(4)	Does Area have an SOP on Hospital Release of In-Custody Arrestees?	☑ Yes	☐ No
(5)	Does Area utilize the cite and release program?	☑ Yes	☐ No
(6)	Are Area personnel familiar with the 0.04 BAC law relative to commercial drivers?	☑ Yes	☐ No
(7)	Are Area personnel familiar with the 24-hour commercial tie-up requirements?	☑ Yes	☐ No
(8)	Are officers familiar with requirements of the zero BAC tolerance for drivers under the age of 21?	☑ Yes	☐ No
	(a) Does Area maintain a file for Administrative Per Se (DS 367) for zero tolerance violations?	☑ Yes	☐ No
	(b) Are officers familiar with the CHP 415 reporting of zero BAC tolerance violations?	☑ Yes	☐ No
(9)	Are Area officers familiar with requirements in enforcing laws relative to drivers under 21 with a 0.05 BAC or greater?	☑ Yes	☐ No
(10)	Does Area have a policy for enforcing laws relative to individuals with three prior DUIs?	☑ Yes	☐ No
d.	Does Area have policy for retention and preservation of blood and urine samples?	☑ Yes	☐ No
(1)	Does Area utilize the Non-Consentual Chemical Testing (NCT) Program?	☑ Yes	☐ No
(2)	Does Area participate in the enhanced NCT Program?	☑ Yes	☐ No
e.	Does Area have established local policy to ensure Administrative Per Se documentation is submitted to DMV within five business days of an arrest?	☑ Yes	☐ No
f.	Does Area have an SOP on the use of PAS devices?	☑ Yes	☐ No
(1)	Does Area ensure the maximum number are deployed on each shift?	☑ Yes	☐ No
(2)	Who is the Area PAS coordinator? See attached narrative report.		
(3)	Does the PAS coordinator maintain the records for use and calibration?	☑ Yes	☐ No
(4)	Are PAS devices calibrated every 10 days or 150 tests, whichever occurs first?	☑ Yes	☐ No
(5)	Does Area maintain records to ensure accountability for each device?	☑ Yes	☐ No
g.	Does the Area operate sobriety checkpoints?	☑ Yes	☐ No
(1)	If so, does Area have a written plan for each location?	☑ Yes	☐ No
(2)	Are operational plans retained for two years, plus current?	☑ Yes	☐ No
(3)	Does Area conduct checkpoints with other agencies?	☑ Yes	☐ No
(4)	Is a supervisor assigned to each checkpoint?	☑ Yes	☐ No
(5)	Are PAS devices available at checkpoints?	☑ Yes	☐ No

d. Does the Area have overtime enforcement programs?   ☑ Yes   ☐ No

  (1) If so, what are they?

  (2) Is assignment of officers consistent with the terms of the Unit 5 contract?   ☑ Yes   ☐ No

e. Are Reimbursable Services Contracts properly initiated and monitored?   ☑ Yes   ☐ No

  (1) Do overtime costs stay within the amount stipulated by the contract?   ☑ Yes   ☐ No

1. **HEADQUARTERS STATISTICAL REPORTS**

Supervisors and staff utilize MIS and SWITERS reports on ongoing bases. Statistical reports i.e.: Program 10 and the Commanders Monthly Summary report, are reviewed monthly and used to check for trends and ensure effective beat and shift deployment. Information is disseminated for review of all reports by supervisors and is discussed during staff meetings. Reports are maintained on file in the front office for easy access and to allow for historical comparisons when needed.

2. **LOCAL DATA**

Local statistics are reviewed by the Commander and supervisors and are discussed during staff meetings. Information is presented to field personnel through the use of briefing items, local directives, pin maps, and charts to ensure proper emphasis is placed on information important to the Area operation. The local statistics are maintained on the area LAN utilizing the AIS program. Reports are generated monthly, and are posted and briefed.

3. **COLLISION REDUCTION**

Area staff is involved in the development of accident reduction plans. The plan is also incorporated into the Area's Annual Strategic plan. The plan is discussed with field officers most familiar with the area and its accident problem areas. Supervisors are also familiar with Area plans and goals.

Deployment is relative to the problems inherent in the Area. Area has a list of recurring or anticipated special events and activities that may impact operations. Supervisors are deployed based on the needs of the Area.

The process used when there is a need to make changes to the master vacation schedule is defined in the Area SOP. Vacation openings are based on seniority. When a special duty officer goes on vacation, they are replaced by road patrol officers with prior special duty experience. The use of a road patrol officer is kept to a minimum.

4. **ENFORCEMENT**

Statistics obtained from accident reports are used to guide enforcement activity. All submitted enforcement documents are closely reviewed by a supervisor before being forwarded to the front office for processing and delivery to the appropriate court. Supervisors review and discuss officers' monthly CHP 100 forms to ensure the activity is proportional to the identified problems, traffic patterns and volumes inherent to the Area.

Supervisors utilize matrix reports in auditing enforcement activity and during the CHP 118 process.

5. SERVICES

Area staff recognizes the importance of providing services to the motoring public and properly emphasize it to the officers on a regular basis. Personnel are aware of which beats have heavy service requirements. Supervisors continually monitor and closely review officers' activity reports to ensure they are taking credit for assisting disabled motorists and properly documenting those services on their CHP 415's.

6. BEATS

Area beats are organized in compliance with policy. High accident and service locations are identified through observations and statistics obtained from, the Area Information System (AIS) and SWITRS reports. This information is highlighted, briefed and a pin map is posted on a county-wide map posted in the briefing room.

Area beat descriptions are current and reviewed annually. They contain current landmark locations, traffic flows, primary collision factors, and hazardous areas for officer safety reasons. Beat maps, and guides are provided to personnel for use in the field.

7. POST-ARREST PROCEDURES

Criminal prosecution is sought whenever possible. From January 1, 2007 through July 31, 2008, the Red Bluff Area has investigated 983 traffic collisions. Out of the 983 collisions, there have been 135 arrests for violation of section 23152(a) VC. This accounts for 13.7 % of the total accident picture

Officer's forensic alcohol training records are kept current and all personnel are competent in the use of the chemical testing equipment. All arrest reports are reviewed by supervisors to ensure they contain the basic elements necessary to support successful prosecution.

Per HPM 100.69, arresting officers must make a reasonable effort to notify a parent or guardian regarding the juveniles arrest as soon as possible. It may be accomplished through routine personal or telephone contact or through the probation office, if the probation office agrees to accept the responsibility.

The Area PAS coordinator has the responsibility to monitor the security, accountability, and calibration of the PAS devices. This is done every week, usually on a Friday, when the PAS coordinator conducts the device accuracy checks. During this time an inventory is also taken and any missing device is immediately reported to a supervisor or the Area Commander, who then initiates an investigation if needed.

Before reports are submitted to the District Attorney's Office, they are reviewed by a supervisor. If corrections are noted, the supervisor returns the report to the submitting officer for corrections. In the case of a high profile incident (such as a fatal traffic collision or felony arrest), the investigation will also be reviewed by the Area Commander. Records are not maintained on the number of arrests resulting in the successful filing of a criminal complaint, however, when a criminal complaint gets rejected from the District Attorney's Office, the Area receives a notice of the rejection. The notice is then reviewed by the Commander, the approving supervisor and the submitting officer. The notice is then is placed into the investigative file.

8. RADAR SPEED ENFORCEMENT PROGRAM

Area follows the procedures outlined in HPM 100.4 for radar speed enforcement. During the most recent Division audit, Area received a commendation from Northern Division in regards to how the program operated. Records kept by the radar coordinator were thorough and complete in regards to testing, maintenance, and service. Officers are recertified annually. Traffic and engineering surveys were also up to date.

9. DRIVING UNDER THE INFLUENCE ENFORCEMENT PROGRAMS

Area supervisors review each CHP 202 to ensure the elements of the offenses charged are being established and documented properly. The DUI Cost Recovery Report, CHP 735, is completed according to policy. Area does have an SOP which covers hospital release of in-custody arrestees.

Officers are familiar with alcohol and drug laws regarding commercial drivers and drivers under the age of 21. Also, submission of administrative per se documentation to DMV within 5 business days of an arrest is found in the SOP. Additionally, the CHP 415 reporting requirements relating to the zero BAC tolerance violations went away with the changes to the law in 2007 when section 23136 CVC became a citable infraction. The policy was changed in HPM 70.4, Chapter 4, with revision #16.

Local policy for the retention/preservation of blood and urine samples is found in the Area SOP. The Area follows the policy as stated in HPM 70.4 (Driving Under the Influence Manual), Chapter 4, page 4-25 as it relates to: DUI with Three Priors – Felony: Section 23550 CVC.

Sergeant L. Chadd, #11712 is the Area Preliminary Alcohol Screening (PAS) Coordinator and Officer P. Hurton, #12656, has been assigned as the Assistant PAS Coordinator. PAS devices are calibrated every Friday and records are maintained to ensure accountability for each device.

Area does conduct sobriety checkpoints. A written plan is prepared for each location. A supervisor is assigned to each checkpoint. There is chemical testing available at the sobriety checkpoint such as the E-PAS and PAS devices. The media is advised 48 hours in advance of the upcoming checkpoint and the CHP 205, Sobriety Checkpoint Activity Reports, are submitted to both Northern Division and the Office of Research and Planning.

10. OTHER SPECIAL ENFORCEMENT PROGRAMS

There is no formal speed enforcement program. However, Northern Division provides Area with their monthly airplane deployment enforcement schedule. Area works with the airplane at least 3 times a month at different times during the shift. Officers that work with the airplane do it during their regular work shift. The number of officers working with the airplane varies depending on shift deployment during that particular time.

The Area currently has three (3) proactive overtime enforcement programs:
1. Removing Impaired Drivers **(RID)**, for roving DUI enforcement.
2. Saving Lives in California **(SLIC)**, for extra patrols on local county roads with the goal of reducing traffic collisions.
3. State Highway Restraint Enforcement Campaign **(SHREC)**, for proactive seatbelt & child safety seat enforcement.

For DUI checkpoint information, see section 9 (Driving Under the Influence Enforcement Programs), paragraph 4.

AREA MANAGEMENT EVALUATION
COLLISIONS, ENFORCEMENTS, AND SERVICES
CHP 453C (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
140/Susanville	101/Northern	
EVALUATED BY		DATE
Sergeant D. Solari		11 10/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION
☐ Formal Evaluation   ☑ Informal Evaluation

SUSPENSE DATE

FOLLOW-UP REQUIRED
☐ Yes   ☑ No

☐ Correction Report
BY

COMMANDER'S REVIEW

DATE 11-18-08

1. HEADQUARTERS STATISTICAL REPORTS

	EVALUATED Yes	ACTION REQUIRED No	CORRECTED

a. Do supervisors utilize MIS and SWITRS reports? — ☑ Yes ☐ No

b. Are statistical reports reviewed as necessary by supervisors? — ☑ Yes ☐ No

(1) How is the information disseminated and filed for future use? Supervisors track collisions, PCF's, and other information to address ways to reduce collisions. Statistics are posted in the Area Office Briefing room for easy access to Officers.

c. Are reports available for interested employees? — ☑ Yes ☐ No

2. LOCAL DATA

	EVALUATED Yes	ACTION REQUIRED No	CORRECTED

a. Are local statistics collected and data developed for Area operational needs? — ☑ Yes ☐ No

(1) Are PCs utilized to record and store data? — ☑ Yes ☐ No

b. How is data analyzed and presented to field personnel? Data is analyzed and presented to field personnel during briefings, training days, and ride-a-longs.

(1) Are visual aids used? — ☑ Yes ☐ No

3. COLLISION REDUCTION

	EVALUATED Yes	ACTION REQUIRED No	CORRECTED

a. Does Area have written collision reduction plans? — ☑ Yes ☐ No

(1) Are goals and objectives realistic and understandable? — ☑ Yes ☐ No

(a) Are plans flexible and complete? — ☑ Yes ☐ No

(2) Have the plans been successful? — ☑ Yes ☐ No

(a) Has emphasis been placed in the correct areas? — ☑ Yes ☐ No

(b) Is the Area commander familiar with results? — ☑ Yes ☐ No

(c) Are supervisors familiar with Area plans and goals? — ☑ Yes ☐ No

(d) Is progress towards goals discussed with all Area personnel? — ☑ Yes ☐ No

1 Who has been involved in the development of collision reduction plans? Officers, Sergeants, Area Commander, and Sector Chief.

b. Has an effective deployment plan been established and is it followed? — ☑ Yes ☐ No

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AREA MANAGEMENT EVALUATION
COLLISIONS, ENFORCEMENTS, AND SERVICES
CHP 453C (Rev. 5-06) OPI 009

(1) Is deployment proportional to collision and congestion problems?	☑ Yes	☐ No
(a) Are officers' personal needs considered?	☑ Yes	☐ No
(b) Are special events properly covered?	☑ Yes	☐ No
(c) Are lieutenants and sergeants deployed based on needs of the Area?	☑ Yes	☐ No
(2) Does the vacation schedule follow departmental policy and address the needs of the Area?	☑ Yes	☐ No
(a) What process is used when changes to the master vacation schedule are made? Personnel are required to submit a memorandum to their Supervisor, and the Supervisor makes the changes.		
(b) Are special duty officers scheduled separately?	☑ Yes	☐ No
1 Who replaces vacationing special duty officers? There are two special duty officers who cover for each other.		
2 Are motorcycle officers scheduled separately?	☐ Yes	☐ No

4. ENFORCEMENT

	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Does enforcement activity address collision reduction and compliance with the law?			☑ Yes ☐ No
(1) Are statistics from collisions used to properly guide enforcement activity?			☑ Yes ☐ No
(2) Do CHP 215s, 281s, 267s, and 202Ds compare with activity listed on the CHP 415 and CHP 100?			☑ Yes ☐ No
(a) Do supervisors use matrix reports to audit enforcement activity?			☑ Yes ☐ No

5. SERVICES

	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Do Area personnel recognize the importance of their role in providing motorist and public services?			☑ Yes ☐ No
b. Does the commander properly emphasize the importance of service as outlined in GO 100.45?			☑ Yes ☐ No
(1) Are field personnel aware of beats having heavy service requirements?			☑ Yes ☐ No
(2) Do services rendered reflect good beat accountability?			☑ Yes ☐ No
(3) Has Area established procedures for persons in need of assistance?			☑ Yes ☐ No
c. Do CHP 415s indicate services are provided to disabled motorists?			☑ Yes ☐ No
(1) Are vehicles stored if left on the freeway over four hours?			☐ Yes ☐ No
(2) Are CHP 422s used in accordance with policy?			☑ Yes ☐ No
d. Are all uniformed employees annually trained on GO 100.6, Special Relationships?			☑ Yes ☐ No
(1) Do employees complete the CHP 268 for incidents in which potential liability may be incurred?			☑ Yes ☐ No

6. BEATS

	EVALUATED Yes	ACTION REQUIRED No	CORRECTED
a. Does Area comply with GO 100.64, Beat Descriptions?			☑ Yes ☐ No
(1) Are beats organized in compliance with current policy?			☑ Yes ☐ No
(a) Can collision causes and locations be effectively isolated and addressed?			☑ Yes ☐ No
(2) Is there effective communication between officers and supervisors relating to problems on various beats?			☑ Yes ☐ No

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(3) What methods are used to identify high collision locations on beats?   Utilization of the traffic collision analyzer in AIS.

b. Are beat descriptions current? — ☑ Yes   ☐ No

(1) Are revisions made in accordance with time limitations listed in GO 100.64, Beat Descriptions? — ☑ Yes   ☐ No

(2) Are beat guides, or similar devices, provided for officers to use in the field? — ☑ Yes   ☐ No

(3) Are supervisors familiar with the beat structure? — ☑ Yes   ☐ No

c. Are beat instructions current? — ☑ Yes   ☐ No

(1) Are the following identified:

(a) Principle landmark locations? — ☑ Yes   ☐ No

(b) Seasonal fluctuations in traffic flow? — ☑ Yes   ☐ No

(c) High frequency collisions locations? — ☑ Yes   ☐ No

(d) Primary collision factors? — ☑ Yes   ☐ No

(e) Hazardous areas? — ☑ Yes   ☐ No

(f) Recommended patrol procedures? — ☑ Yes   ☐ No

7. POST-ARREST PROCEDURES

	EVALUATED Yes	ACTION REQUIRED No	CORRECTED

a. Is prosecution sought whenever possible? — ☑ Yes   ☐ No

(1) Do collision investigations adequately support prosecution? — ☑ Yes   ☐ No

(2) What is the percentage of arrests resulting from collision investigation? 0%

(3) Are felony hit-and-run collisions adequately investigated? — ☑ Yes   ☐ No

(a) Is information in the reports sufficient to result in the identification of the suspects and issuance of a criminal complaint? — ☑ Yes   ☐ No

b. Are owner's responsibility citations reviewed by supervisors to ensure the use of approved procedures? — ☑ Yes   ☐ No

c. Are officers competent in the use of chemical testing equipment, and are their forensic alcohol training records current? — ☑ Yes   ☐ No

(1) Is there a system in place to monitor chemical test results in order to determine if additional training is needed? — ☑ Yes   ☐ No

(2) Do arrest reports contain necessary documentation to support successful prosecution? — ☑ Yes   ☐ No

(a) Do sergeants and officers know when to notify the district attorney during an investigation? — ☑ Yes   ☐ No

(3) When are a juvenile's parents notified during an arrest situation? Juvenile's parents are notified as soon as possible.

(a) Who is responsible for the notification? The arresting officer or supervisor on duty.

(4) Are officers familiar with citizen's arrest procedure/policy? — ☑ Yes   ☐ No

(5) Do all officers know how to operate PAS devices? — ☑ Yes   ☐ No

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(a) What system is used to monitor the security, accountability, and calibration of PAS devices?   An Area PAS Coordinator has been designated and calibrates the PAS devices every ten days or 150 tests. PAS devices are signed in and out by officers on a daily basis.

d. Who reviews reports before submission to the district attorney's office?   Sergeants and Special Duty Officers. Major reports are approved by the Area Commander

(1) What records are maintained on the number of arrests resulting in the successful filing of a criminal complaint?   Records are maintained in the AIS.

(2) Do the figures indicate a problem? ☐ Yes ☑ No

(3) Does the court officer have a good rapport with the district attorney's office? ☑ Yes ☐ No

(4) Does the Area commander have a good relationship with the district attorney? ☑ Yes ☐ No

(5) Is there adequate monitoring of the disposition of criminal cases? ☑ Yes ☐ No

e. Does a review of dismissal requests indicate an apparent problem? ☐ Yes ☑ No

8. RADAR SPEED ENFORCEMENT	EVALUATED Yes	ACTION REQUIRED No	CORRECTED

a. Does Area follow the procedures in HPM 100.4, Radar Speed Enforcement Manual, in regards to radar speed enforcement? ☑ Yes ☐ No

b. Does the Radar Coordinator understand his/her duties and responsibilities as outlined in HPM 100.4, and is the Area in compliance with program requirements? ☑ Yes ☐ No

(1) Has all service been performed according to manufacturer's specifications? ☑ Yes ☐ No

(2) Have speedometers in patrol vehicles used for radar speed enforcement been calibrated by certified radar units other than those used for speed enforcement? ☑ Yes ☐ No

(3) Is internal calibration completed according to guidelines in HPM 100.4? ☑ Yes ☐ No

(a) Are officers recertified annually? ☑ Yes ☐ No

(4) Have radar coordinators received specialized training and is their training listed on ETRS? ☑ Yes ☐ No

(5) Are traffic and engineering surveys updated every five years? ☑ Yes ☐ No

(6) Does Area periodically check to ensure "Speed Checked by Radar" signs are in place where required? ☑ Yes ☐ No

c. Has an audit of the radar program been conducted at intervals of no longer than 24 months? ☑ Yes ☐ No

d. Are self-evaluations of the Area's radar program accomplished? ☑ Yes ☐ No

9. DRIVING UNDER THE INFLUENCE ENFORCEMENT PROGRAMS	EVALUATED Yes	ACTION REQUIRED No	CORRECTED

a. Policies and Procedures

(1) Does Area personnel utilize approved FSTs? ☑ Yes ☐ No

(2) Does Area utilize additional FSTs at the request of the local district attorney? ☐ Yes ☑ No

(3) Do officers utilize CHP 202C, Influence Evaluation (Rolling Log)? ☐ Yes ☑ No

b. Are officers familiar with related codes relative to drug influence? ☑ Yes ☐ No

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c. Arrest Policies and Procedures

(1) Are CHP 202s complete and comprehensive? ☑ Yes ☐ No

(2) Are CHP 202s reviewed and initialed by a supervisor? ☑ Yes ☐ No

(3) Are CHP 735s, Incident Response Reimbursement Statement, completed according to policy? ☑ Yes ☐ No

(a) Are 735s completed and processed within 60 days of the conviction date? ☑ Yes ☐ No

(b) Are 735s accurate, and supported by the times recorded on the officer's CHP 415? ☑ Yes ☐ No

(4) Does Area have an SOP on Hospital Release of In-Custody Arrestees? ☑ Yes ☐ No

(5) Does Area utilize the cite and release program? ☐ Yes ☑ No

(6) Are Area personnel familiar with the 0.04 BAC law relative to commercial drivers? ☑ Yes ☐ No

(7) Are Area personnel familiar with the 24-hour commercial tie-up requirements? ☑ Yes ☐ No

(8) Are officers familiar with requirements of the zero BAC tolerance for drivers under the age of 21? ☑ Yes ☐ No

(a) Does Area maintain a file for Administrative Per Se (DS 367) for zero tolerance violations? ☑ Yes ☐ No

(b) Are officers familiar with the CHP 415 reporting of zero BAC tolerance violations? ☑ Yes ☐ No

(9) Are Area officers familiar with requirements in enforcing laws relative to drivers under 21 with a 0.05 BAC or greater? ☑ Yes ☐ No

(10) Does Area have a policy for enforcing laws relative to individuals with three prior DUIs? ☑ Yes ☐ No

d. Does Area have policy for retention and preservation of blood and urine samples? ☑ Yes ☐ No

(1) Does Area utilize the Non-Consentual Chemical Testing (NCT) Program? ☑ Yes ☐ No

(2) Does Area participate in the enhanced NCT Program? ☑ Yes ☐ No

e. Does Area have established local policy to ensure Administrative Per Se documentation is submitted to DMV within five business days of an arrest? ☑ Yes ☐ No

f. Does Area have an SOP on the use of PAS devices? ☑ Yes ☐ No

(1) Does Area ensure the maximum number are deployed on each shift? ☑ Yes ☐ No

(2) Who is the Area PAS coordinator? Officer Brian Bell (Area) and Officer Craig Hosman (Chester Resident Post).

(3) Does the PAS coordinator maintain the records for use and calibration? ☑ Yes ☐ No

(4) Are PAS devices calibrated every 10 days or 150 tests, whichever occurs first? ☑ Yes ☐ No

(5) Does Area maintain records to ensure accountability for each device? ☑ Yes ☐ No

g. Does the Area operate sobriety checkpoints? ☑ Yes ☐ No

(1) If so, does Area have a written plan for each location? ☑ Yes ☐ No

(2) Are operational plans retained for two years, plus current? ☑ Yes ☐ No

(3) Does Area conduct checkpoints with other agencies? ☑ Yes ☐ No

(4) Is a supervisor assigned to each checkpoint? ☑ Yes ☐ No

(5) Are PAS devices available at checkpoints? ☑ Yes ☐ No

(6) Is chemical testing available at the sobriety checkpoint location?		☑ Yes	☐ No
(7) Is the media notified 48 hours in advance?		☑ Yes	☐ No
(8) Are CHP 205s, Sobriety Checkpoint Activity Report, submitted to Division and the Research and Planning Section?		☑ Yes	☐ No
h. Does Area participate in the DUI Reporter's Reward Program?		☐ Yes	☑ No

10. OTHER SPECIAL ENFORCEMENT PROGRAMS	EVALUATED Yes	ACTION REQUIRED No	CORRECTED

a. Is there an airplane speed enforcement program operating within the Area? ☑ Yes ☐ No

(1) If so, what is the extent of Area's involvement? Makes recommendations to Division Air Ops on location and frequency of deployment.

(2) How are personnel selected? All available resources are assigned to work with the aircraft.

(3) Is training provided?		☑ Yes	☐ No
(4) Does the program have the support of the local district attorney and judges?		☑ Yes	☐ No
(5) Is media reaction favorable?		☑ Yes	☐ No
b. Does the Area operate DUI checkpoints?		☑ Yes	☐ No
(1) Does Area have a written plan?		☑ Yes	☐ No

(2) Are checkpoints solely with CHP personnel, or do other agencies participate? Susanville Police Department has participated in past checkpoints.

(3) Does Area follow guidelines in HPM 70.4, Driving Under the Influence Enforcement Manual?		☑ Yes	☐ No
(4) Is breath or chemical testing available at the checkpoint?		☑ Yes	☐ No
(5) Is the media notified 48 hours in advance?		☑ Yes	☐ No
(6) Has media reaction been favorable?		☑ Yes	☐ No
c. Does Area have personnel assigned to the Special Enforcement Unit (SEU)?		☐ Yes	☑ No

(1) What is the current mission of the unit?

(2) How are members selected?

(3) Who supervises the unit?

(4) Is the unit effective? ☐ Yes ☐ No

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d. Does the Area have overtime enforcement programs?   ☑ Yes   ☐ No

   (1) If so, what are they?   DUI, Seatbelt, and County Road enforcement.

   (2) Is assignment of officers consistent with the terms of the Unit 5 contract?   ☑ Yes   ☐ No

e. Are Reimbursable Services Contracts properly initiated and monitored?   ☑ Yes   ☐ No

   (1) Do overtime costs stay within the amount stipulated by the contract?   ☑ Yes   ☐ No